**Office Use Only**



**Post Applied for: Business Support Assistant – Modern Apprenticeship**

**Closing Date for applications: noon Monday 21st October 2019.**

|  |
| --- |
| Full Name:  Home Address:  Post Code:  Telephone:  E –mail: |

***Please note that in accordance with equal opportunities practice this page, page 2 and the last page will be detached before short listing.***

**CONFIDENTIAL**

**Office Use Only**

**EQUAL OPPORTUNITIES MONITORING FORM**

**Post applied for: Business Support Assistant – Modern Apprenticeship**

CCP aims to be an equal opportunities employer. To monitor the effectiveness of our policy in relation to employment legislation we would like you to fill in this form. You are not obliged to fill it in, but we can assure you it will be treated in the strictest confidence, it will be detached from your application as soon as it is received, and it will not affect the selection procedure in any way.

*Please highlight in* ***bold*** *the appropriate category.*

1. **Which of the following groups do you consider you belong to?**

*Categories as recommended by the Commission for Racial Equality*

White

Black -African

Black - Caribbean

Black other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bangladeshi

Chinese

Indian

Pakistani

Other (please describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Do you have a disability? Yes/No**

**3. Are you registered disabled? Yes/No**

CCP signature logo

**CCP Disability Confident Statement**

Capital City Partnership embraces diversity and promotes equality of opportunity. Candidates with disabilities who meet the essential selection criteria will automatically be offered an interview.

**4. Sex**

**Date:**

**Education & Professional Training** *(please provide details on your School, University, Further Education College, evening classes: please give dates and qualifications obtained):*

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Institute** | **Year** |
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**Employment or work experience history** (Please provide an employer or work experience / work placement / volunteering history) please add more previous employer boxes as necessary.)

|  |  |
| --- | --- |
| **Current Employer** |  |
| Present / recent employer: |  |
| Address with Post Code: |  |
| Job Title: |  |
| Current Salary: |  |
| Date of taking up post: |  |
| Date of relinquishing post (if relevant): |  |
| Brief description of your duties: (max 100 words) |  |

**Employment or work experience history** (Please provide an employer history covering your working life)

|  |  |
| --- | --- |
| **Previous Employer** |  |
| Present / recent employer: |  |
| Address with Post Code: |  |
| Job Title: |  |
| Current Salary: |  |
| Date of taking up post: |  |
| Date of relinquishing post (if relevant): |  |
| Brief description of your duties: (max 100 words) |  |

**Employment or work experience history**

|  |  |
| --- | --- |
| **Previous Employer** |  |
| Present / recent employer: |  |
| Address with Post Code: |  |
| Job Title: |  |
| Current Salary: |  |
| Date of taking up post: |  |
| Date of relinquishing post (if relevant): |  |
| Brief description of your duties: (max 100 words) |  |

**Employment History** (Please provide an employer history covering your working life)

|  |  |
| --- | --- |
| **Previous Employer** |  |
| Present / recent employer: |  |
| Address with Post Code: |  |
| Job Title: |  |
| Current Salary: |  |
| Date of taking up post: |  |
| Date of relinquishing post (if relevant): |  |
| Brief description of your duties: (max 100 words) |  |

**Other Education/Training experience particularly relevant to this post:**

**Experience and Skills** *Please give some indication of your familiarity with the tasks outlined in the job description including any skills and qualities you feel you would bring to this post.*

*(max 500 words)*

**Additional information that would support your application** *This may include membership of bodies professional, life experience or special interests relevant to this post, together with additional statements to support your application: (max 200 words)*

|  |
| --- |
| **References:** Please give names and addresses of two referees. References will only be taken up for the successful applicant.  **Name:**  **Organisation:**  **Address and Post Code:**  **Email address:**  **Relationship to applicant:**  **Name:**  **Organisation:**  **Address and Post Code:**  **Email address:**  **Relationship to applicant:** |

|  |
| --- |
| I hereby apply for the above post and confirm all information contained in this is true and accurate to the best of my knowledge. Please preferably insert a copy of your signature or type your name as acceptance.  **Signed: Date:** |

**Return an electronic copy of this application form to:**

[**Ellen.munro@capitalcitypartnership.org**](mailto:Ellen.munro@capitalcitypartnership.org)

**Closing date – noon Monday 21st October 2019.**

Please note, after recruitment is complete this application form will be destroyed within three months.