

North Birmingham Community Credit Union Ltd

200 Sutton New Road, Erdington, Birmingham B23 6QU

Tel: 0121 350 8883

APPLICATION FORM

CONFIDENTIAL

Please use black ink or typescript as it will be necessary to photocopy your application.

Please complete in full. DO NOT submit a CV as an alternative to any part of the form.

Applications received after the closing date will not be considered.

POST APPLIED FOR

Job Title	
Reference Number (from advert)	
Where did you hear about this job? If an advertisement, please state which publication.	

SECTION A

Surname		Initials	
Home Address			
Telephone Nos.	Home:	Work:	Mobile:
Email address			
Do you hold a full current driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/>			
N.I. No.		Do you require a work permit to work in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION B

PRESENT OR MOST RECENT EMPLOYMENT

Employer:	
Address:	
Position Held:	Start Date:
Date Left (if applicable):	Reason for leaving/wanting to leave:
Basic Salary:	Other Benefits:
Please give brief details of your present duties:	

PREVIOUS EMPLOYMENT (Start with most recent, continue on a separate sheet if necessary)

Name and Address of Previous Employers	Position Held and Main Duties	Dates Employed Mth/Yr From To	Salary, Grade and Benefits	Reason for leaving

SECTION C

Examinations passed and professional qualifications obtained with grades and dates including current studies if any. Please continue on a separate sheet if necessary.

Name of School/College/ University or Professional Body	Subject	Qualifications e.g. GCE,GCSE and Membership Grade (Please state if membership gained by examination)	Grade

SECTION D

The Person specification lists a number of key areas of knowledge, skills and experience essential to this post. Please demonstrate how you meet each of these requirements. You may also include:

- i) details of any relevant experience gained either at work, home or in a voluntary capacity
- ii) details of any relevant training/education you are undertaking or have previously undertaken.

THIS IS WHERE YOU MAKE YOUR CASE FOR THE JOB. Examine the skills and experience being asked for and provide evidence by giving specific examples that you possess those RELEVANT to do the job. Give thought to previous work experience or other responsibilities that may assist you to uncover skills that you may have taken for granted. Do not forget the skills and experience that you may have gained outside full-time work.

Please continue on another sheet of paper if necessary, but restrict your answer to 2 additional sides of A4.

SECTION E

Hobbies / Interests

Please give details of any hobbies or interests you may have

SECTION F

REFERENCES

Please give the name and address of two referees, both of whom should, if possible, be former employers. The first should be your present or most recent employer. You should not give relatives as referees.

Name:	Name:
Occupation:	Occupation:
Address:	Address:
Tel No:	Tel No:

We will not contact referees without your permission, and never before interview stage

SECTION G

DECLARATION

Signature of applicant _____ Date _____

Please return the completed form to North Birmingham Community Credit Union Ltd, 200 Sutton New Road Erdington, Birmingham, B23 6QU.