

Please complete this form as fully and as accurately as possible.

Position Applied For:

Personal Details

Title	Forenames	Surname and suffix, if any	
Address			
E-mail:			
Telephone (w)	Telephone (h)	Telephone (m)	

Current job summary

Employer (name and address)	
Type of business	Job title (and grade, if applicable)
Reporting to (job title)	
Date of appointment	Current salary
Other benefits	
Period of notice	Dates unavailable for interview

Educational qualifications

What academic qualifications do you hold? (Indicate if by full/part time or by home study.)
If shortlisted, you should be prepared to provide proof of any qualifications.

Dates		Name of school, college and/or university	Major subjects studied, examinations taken and test results
From	To		

Professional qualifications

What professional qualifications do you hold? (Indicate if by full/part time or by home study.)
If shortlisted, you should be prepared to provide proof of any qualifications.

Dates		Professional Body	Grade/Level
From	To		

Employment History

Please give details of your employment history up to your present job.

Date started (m/y)	Date left (m/y)	Name, location and business of employer	Job	Final salary	Reason for leaving

Current job details

Please describe your present or most recent job, indicating to whom you are responsible, and who is responsible to you. What do you consider to have been your major contributions in this job, and why? What are your main responsibilities and objectives?

Change

Why do you wish to change jobs?
What attracts you to this new job in particular?

Achievements

Explain the course your career has taken and mention decisive events that have influenced you or your ambitions. Please mention the main interests you have developed; the achievements you particularly remember.

Interests

How do you spend your spare time?
What is important to you outside your work?

Referees

Please supply the names and addresses of **two** referees. Preferably, one should be related to your current or recent employment and one should be able to vouch for your knowledge, skills and experience as described in the job specification. We will normally take up references if and when you are shortlisted for interview: we will not, in any case, approach referees without first consulting you.

Name	Name
Address	Address
Job Title	Job Title
Telephone	Telephone
E-mail	E-mail

Are there any other facts, activities or connections which you feel might be raised in future about your suitability to hold this appointment, for instance because they could be presented as a conflict of interest? These may include issues such as personal relationships or membership of organisations.

Declaration

If any of the information you have given on this form is false or if you knowingly omitted or concealed any relevant facts about your eligibility for employment, then we reserve the right to withdraw your name from the list of candidates. If such a discovery is made after you have been appointed your services might be dispensed with.

Signature: (please type your name here if you are completing this form electronically)

Date:

Under the Data Protection Act, the data provided on completed application forms will only be used for the specific purpose of Human Resources Management and will not be further processed in any manner incompatible with that purpose.

THE COAL AUTHORITY

EQUAL OPPORTUNITIES MONITORING FORM

The Authority is committed to eliminating discrimination from employment practices and will take steps to ensure that employees are recruited, developed and promoted on the basis of ability, the requirements of the job and the need to maintain an efficient and effective service. This means that no job applicant or employee receives less favourable treatment on the grounds of age, gender, ethnicity, religion or belief, marital status, sexuality or disability.

To assist us in monitoring the effectiveness of our policy you are requested to complete this form, which will be detached from your application prior to shortlisting.

Please sign below to indicate your agreement that we may process the information you provide and use it for monitoring purposes only.

Signed:	Date:
Name:	Post applied for:

Thank you for your help

EQUAL OPPORTUNITIES MONITORING FORM

Ethnic Category: Please tick the box below which best describes the ethnic category to which you belong:

White	<input type="checkbox"/> British English, Scottish or Welsh	<input type="checkbox"/> Irish	<input type="checkbox"/> Any other white background (please write below)
Mixed	<input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African		<input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed background (please write below)
Asian or Asian British	<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Any other Asian background (please write below)
Black or Black British	<input type="checkbox"/> Caribbean	<input type="checkbox"/> African	<input type="checkbox"/> Any other Black background (please write below)
Chinese or other ethnic group	<input type="checkbox"/> Chinese		<input type="checkbox"/> Any other ethnic background (please write below)

Gender: Please tick appropriate box:

Male Female

Disability: The Disability Discrimination Act 1995 (DDA) defines a disability as a physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities”. As effect is long term if it has lasted or is likely to last over 12 months. Do you consider yourself to have a disability under the DDA ? (please tick below) (Advice can be obtained from the Equality and Human Rights Commission 0845 604 6610)

Yes No Don't know
 Used to have a disability but now recovered
 Prefer not to say

If you answered “Yes” please give details of your condition and please indicate whether you may require any adjustments to enable you to attend and participate in an interview or to carry out any selection test.

Disabled applicants are invited to contact the HR department in confidence at any point during the recruitment process to discuss steps that could be taken to facilitate attendance and participation at an interview or in order to overcome any operational difficulties present by the role.

Brief details of condition:

.....

Adjustments required for interview:

.....

Adjustments, if any, required for role

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Please give details of any other special requirement we may need to be aware of in order to facilitate your attendance at interview