**Office Use Only**

**Post applied for:** Employability Officer, Fort Kinnaird Recruitment and Skills Centre

**Closing date for applications:** Noon, Friday 16th April 2021

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

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

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# Equal Opportunities Monitoring Form

**Post applied for:** Employability Officer, Fort Kinnaird Recruitment Skills Centre

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 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:**

# Higher Education & Professional Training

*Please provide details on your University, Further Education College, and evening classes, (most recent first). Please give dates and qualifications obtained.*

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| --- | --- | --- |
| **Qualification** | **Institute** | **Year** |
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## Other Education/Training experience particularly relevant to this post:

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|  |

# Employment History

*Please provide an employer history covering your working life.*

|  |  |
| --- | --- |
| **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) |  |

|  |  |
| --- | --- |
| **Previous Employer** |  |
| Previous employer: |  |
| Address with Post Code: |  |
| Job Title: |  |
| Salary: |  |
| Date of taking up post: |  |
| Date of relinquishing post and reason for leaving |  |
| Brief description of your duties: (max 100 words) |  |

## Employment history continued

*Please provide an employer history covering your working life. Please add in additional tables if required.*

|  |  |
| --- | --- |
| **Previous Employer** |  |
| Previous employer: |  |
| Address with Post Code: |  |
| Job Title: |  |
| Salary: |  |
| Date of taking up post: |  |
| Date of relinquishing post and reason for leaving |  |
| Brief description of your duties: (max 100 words) |  |

|  |  |
| --- | --- |
| **Previous Employer** |  |
| Previous employer: |  |
| Address with Post Code: |  |
| Job Title: |  |
| Salary: |  |
| Date of taking up post: |  |
| Date of relinquishing post and reason for leaving |  |
| Brief description of your duties: (max 100 words) |  |

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).*

|  |
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Additional information in support of 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).*

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# References

*Please give names and addresses of two referees, one of whom should be your present/most recent employer. References will only be taken up for the successful applicant.*

|  |  |
| --- | --- |
| **Referee 1** | |
| Name: |  |
| Organisation: |  |
| Address and Post Code: |  |
| Email address: |  |
| Relationship to applicant: |  |

|  |  |
| --- | --- |
| **Referee 2** | |
| 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 in **Word format** (not PDF) to:

Paige Evans, CCP, Business and Communications Officer

[**Paige.Evans@capitalcitypartnership.org**](mailto:Paige.Evans@capitalcitypartnership.org)

**Deadline: Noon, Friday 16th April 2021.**

Please note, after recruitment is complete, applications of unsuccessful applicants will be destroyed and/or deleted.