|  |  |
| --- | --- |
| Application Form |  |

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| --- |
| **Notes for applicants:**   1. Please note that **CV’s will not be accepted**. |

|  |  |
| --- | --- |
| **Post applied for** | **Business Development Manager** |

**1. Personal Details**

|  |  |
| --- | --- |
| **Last Name** |  |
|  |  |
| **First Name(s)** |  |
|  |  |
| **Address** |  |
|  |  |
| **Home Phone** |  |
|  |  |
| **Mobile Phone** |  |
|  |  |
| **Email Address** |  |

**2. References**

Please give the name and address of two referees, one of whom should be your current or most recent employer. References will **only** be requested if you are shortlisted for interview.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** |  |  |  |  |
|  |  |  |  |  |
| **Job Title** |  |  |  |  |
|  |  |  |  |  |
| **Address** |  |  |  |  |
|  |  |  |  |  |
| **Telephone** |  |  |  |  |
|  |  |  |  |  |
| **Email** |  |  |  |  |

**3. Other relevant information**

**a. Access requirements for interview**

Do you have any specific access requirements in order to attend or take part in the interview? Please state below.

**b. Starting date**

If offered the job, when could you start?

|  |
| --- |
|  |

**c. Criminal convictions**

Do you have any criminal convictions or official police cautions?

YES / NO

An enhanced DBS check will be carried out on the successful candidate, any offer of employment will be subject to a satisfactory DBS check.

**4. Your Education and Training**

Please give details and dates of any relevant educational attainments *(including formal education, short courses etc.).*

|  |  |  |
| --- | --- | --- |
| **Dates** | **Institution or organisation** | **Qualifications and/or course title** |
|  |  |  |

Continue on a separate sheet if necessary.

**5. Your Work History**

Please tell us about your work history in the last 10 years. Include any unpaid or voluntary work relevant to the position for which you are applying. Start with your current or most recent job.

|  |  |  |
| --- | --- | --- |
| Name and address of organisation | Job title with dates | Brief description of duties and reason for leaving |
|  |  |  |

Continue on separate sheet if necessary.

**6. Supporting Information**

Using the Candidate specification as a guide, please detail how your experience meets these criteria. Please continue on separate sheets if necessary.

**7. Declaration**

To the best of your knowledge, do you know, or are you related to, any of Birmingham LGBT staff or Board members? Please circle

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **YES** |  | **NO** |  | **Unsure** |

|  |  |
| --- | --- |
| **If ‘YES’, who?** |  |

**I declare that the information provided on this form is correct.**

|  |  |  |
| --- | --- | --- |
| **Signed:** |  |  |

|  |  |  |
| --- | --- | --- |
| **Date:** |  |  |

**Please return this form in Word format (do not convert to a pdf) to:**

recruitment@blgbt.org

