**Application Form**

|  |
| --- |
| Any job offer will be subject to satisfactory completion of pre-employment checks and a probationary period for all new employees. |

| **Vacancy Details** |
| --- |
| Job Title: | Business Development Executive |

| **Personal Details:** |
| --- |
| Title: |  |
| First Name (s): |  |
| Last Name: |  |
| Name known as: |  |
| National Insurance Number |  |
| House Name / Number: |  |
| Street Name: |  |
| City Town: |  |
| County: |  |
| Postcode: |  |
| Contact number: |  |
| Email address: |  |

| **Eligibility to work in the UK** |
| --- |
| Current legislation means that it is a criminal offence to employ a person who is subject to immigration control unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will be asked to provide proof of your work entitlements. |
| Do you have an entitlement to work in the UK? | **Yes / No**  (circle as appropriate) |

| **Other Applicant Details** |
| --- |
| Are you currently, or have you previously been employed by this organisation? | **Yes / No**  (circle as appropriate) |
| If **yes**, please provide dates from and to and reasons for leaving (if applicable) |
| Date from  |  |
| Date to (If currently employed by RDA please leave blank) |  |
| Reason for leaving (if applicable) |  |
| **Relationships**  |
| Are you related to a Board Member, Councillor or Senior Officer of Rochdale Development Agency or Rochdale Council? | **Yes / No**  (circle as appropriate) |
| If yes, please provide the following details: - |  |
| * Name:
 |  |
| * Relationship to you:
 |  |

| **Dismissed** |
| --- |
| Have you ever been dismissed from any organisation for any reasons other than redundancy? | **Yes / No**  (circle as appropriate) |
| If yes, please give details, including dates, reasons and employer |
|  |

| **Disability** |
| --- |
| The Equality Act 2010 defines a disabled person as someone with a physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities (i.e. has lasted or is expected to last over 12 months) |
| Do you consider yourself to be disabled according to the above definition? | **Yes / No**  / **prefer not to say** (circle as appropriate) |
| Please specify any arrangements we can make to assist you if you are invited for interview / assessment |
|  |

| **Employment History (including Voluntary Work undertaken / Work Experience / Placement)** |
| --- |
| This part of the application gives Recruiting Managers an understanding of the roles you have undertaken and the length of time you spent in the roles. Please list in chronological order, your employment history since leaving school, further education college or University (whenever you completed full time education). |
| **Working Experience starting with current or last employer**  |
| Name of employer: |  |
| Employer address: |  |
| Job Title  |  |
| Salary & benefits (if currently employed): |  |
| Date from: |  |
| Date to: |  |
| Period of Notice required: |  |
| Reason for leaving: |  |
| Please provide brief details of duties and responsibilities: |
|  |
| **Previous Employment (including Voluntary Work undertaken / Work Experience / Placement)** |
| Please list all other jobs held, starting with the most recent, including any previous voluntary work with this employer.  |
| **PREVIOUS WORKING EXPERIENCE** |
| **Name and address of employer:** |  |
| Job Title: |  |
| Date from and to: |  |
| Reason for leaving:  |  |
| Please provide brief details of duties and responsibilities:  |
|  |
| **Name and address of employer:** |
| Job Title: |
| Dates From and To: |
| Reason for Leaving: |
| Please provide brief details of duties and responsibilities: |
| **Name and address of employer:** |
| Job Title: |
| Dates From and To: |
| Reason for Leaving: |
| Please provide brief details of duties and responsibilities: |
| **Name and address of employer:** |
| Job Title: |
| Dates From and To: |
| Reason for Leaving: |
| Please provide brief details of duties and responsibilities: |
| **Continue to list previous experience** |

| **Education and Training** |
| --- |
| Please give details of your education and qualifications below. In addition please provide details of any non-qualification courses and training relevant to this position. If there are essential qualifications for this position, please include them here. Successful applicants will be required to provide evidence of any essential qualifications. |
| **Education** |
| **Qualification** | **Grade** | **Where obtained** | **When obtained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Membership of Professional Bodies** |
| If yes, please give more details |
|  |
| **Training & Development (e.g. In-house course, non-accredited training)** |
| **Item**  | **Subject** | **Provider** | **Date attended** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |
| **8** |  |  |  |
| **9** |  |  |  |
| **10** |  |  |  |

| **Supporting Information (Skills, Knowledge and Experience)** |
| --- |
| This section of the application form is very important, as this is where you demonstrate your suitability for the job advertised. Please ensure you read through the advertisement and the job description to get a clear view of what the job involves.Make sure that you tell us how you match the requirements of the job, Therefore, give examples of any relevant ability, experience and qualifications. This may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experiences.1. Ensure that the information you provide is well organised and relevant.
2. It should show to what extent you have gained the skills and experience necessary for the post.
3. Give specific examples of the work you have been involved in, how you went about it and the outcome.
4. Always remember to specify your personal responsibilities rather than those of your section or team.
 |
| **Skills, Knowledge and Experience – please relate to the person specification** |
| If you would like to include more skills, knowledge or experience please add additional sheets. |

| **References** |
| --- |
| Please give details of two referees, one of which must be from your current/last line manager. If unable to give your current/most recent line manager, please explain why? |
| **Current or most recent employer / voluntary work / organisation/ education** |
| Referee Name: |  |
| Job Title (if Applicable): |  |
| Organisation: |  |
| Address: |  |
| Telephone number: |  |
| Email address: |  |
| Relationship to you: |  |
| **Previous employer / voluntary work / organisation / education** |
| Referee Name: |  |
| Job Title (if Applicable): |  |
| Organisation: |  |
| Address: |  |
| Telephone number : |  |
| Email address: |  |
| Relationship to you: |  |

| **Declarations** |
| --- |
| **I can confirm that the information contained in this application is correct and complete to the best of my knowledge. I understand that my application may be rejected or that I may be dismissed from employment without noticed for giving false, or withholding, information. I also give my consent to the processing of data contained, or referred to, in this application in accordance with UK-GDPR, the Data Protection Act 2018 and any subsequent legislation.**  |
| **Signed:** |  |
| **Dated:** |  |

Please note that if you do not receive any communication within 3 weeks of the closing date, you can assume you have not been successful in obtaining an interview. Please note that feedback on applications is provided only to candidates unsuccessful at the interview stage.