

EIC Application Form

Please complete this Application Form in your own handwriting, using blue or black ink, and return it to the address at the bottom of the application form

Application for the Position of:	
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How did you find out about this Position?	
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Personal Information		
Title	Forename(s)	Surname
Home Address		
		Post Code
Telephone Number	Mobile Number	Date of Birth
Email Address		Full UK Driving Licence Yes/No
Do you require a work permit to live and work in the UK? Yes/No		

Your Education - Please tell us about your education and professional qualifications, beginning with your most recent achievements			
Schools, Colleges and/or Universities attended	From	To	Qualifications Gained (including Subject, Grade and Date)

Training - Please tell us about any professional training courses you have attended		
Date	Course Content and Duration	Organising Body

Proven Expertise

Employment History - Please provide details of all full and part-time, including temporary positions, starting with the most recent							
Name and Business of Employer	Dates				Job Title and Main Responsibilities	Reason for Leaving	Final Salary (inc Bonuses and Benefits)
	From		To				
	Month	Year	Month	Year			

Proven Expertise

Time Unaccounted For – *if there is any time not fully accounted for within the above employment history (such as unemployment, family leave, time spent abroad etc), please record these details below*

Relevant Experience and Other Supporting Information – *Please tell us about your reasons for applying for this position and give details of skills, experience, competencies and other relevant information that will support your application*

Proven Expertise

Please give details of any positions or responsibility at school, university, work or elsewhere:

Please describe a situation where you have worked as part of a team. What was your contribution, what did you learn and what was the outcome?

Please give an example of a challenge you have faced. How did you respond and what did you learn from the experience?

Please give an example of a situation where you have had to persuade and influence others to achieve a goal?

Availability – *how much notice are you required to give to your present employer?*

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Holidays or Other Commitments – *please provide details below, including dates*

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References – *please provide details of two referees in the space below. We will only contact referees once a job offer has been made to you and subsequently accepted in writing by you. One referee should be your present or most recent employer and the other a previous employer. If you have only recently left education, please provide details of your college/university tutor*

Name:	Name:
Address:	Address:
Telephone:	Telephone:

Declaration – *I declare that the information given on this application form is correct to the best of my knowledge. I understand that my application will be rejected, or if I am appointed, my employment terminated if I withhold relevant details or give false information*

Signed:	Date:
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EIC
Ravens Court
Ravensbank Business Park
Redditch
Worcestershire
B98 9EY

Call: 01527 511 700
Fax: 01527 512 712

www.eic.co.uk