**PRIVATE & CONFIDENTIAL**

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| Untitled-1  **Commonwealth Telecommunications Organisation** | | | |
| **POST TITLE: \***(*this field must be completed)* |  | | |
| **CLOSING DATE:** |  | | |
| Surname | Other Names | | |
| Date of Birth | Preferred Title (e.g. Mr, Miss, Mrs, Ms) | | |
| Home Address    Postcode | Home Telephone (including country code) | | |
| Mobile Telephone | | |
| Email Address\*\* | Work Telephone (if it is convenient for contacting you) | | |
| \*\* This will be the primary method by which you will be contacted. | | | |
| What is your nationality? | |  |  |
| Have you previously sought employment with CTO?  If YES, please give details | | Yes | No |

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| **PRESENT EMPLOYMENT**  *(if currently unemployed please give details of last employer****)*** | | | | | | | | | | | | |
| Name, address and telephone number | | | | | | | | | | | | |
| Date of commencement | | | | | Job Title | | | | | Date appointment ended | | |
| Please give a brief description of your duties | | | | | | | | | | | | |
| Present basic salary (In Pounds sterling) | | | | | | | Notice required | | | | | |
| Full or part time (FTE): | | | | | | | Reason for leaving: | | | | | |
| Additional payments or benefits | | | | | | | | | | | | |
| **EMPLOYMENT HISTORY**  *Please list your work experience since leaving full time education. Start with the most recent employer. Please use a separate sheet if necessary*. *All gaps in employment* ***must*** *be accounted for, please see below. \** | | | | | | | | | | | |
| **Dates**  **From To**  **DD/MM/YY** | | | **Employer’s name & address** | | | | | | **Job Title**  **Brief summary of duties and reasons for leaving** | | |
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| Voluntary/Unpaid Activities | | | | | | | | | | | |
| From | To | | | **Position** | | | | **Brief details of duties** | | | **Name of organisation** |
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| \*Periods when not employed  *All gaps/periods between jobs must be accounted for. Please provide details of periods of unemployment or the reason for any gap in employment and reasons for these.* | | | | | | | | | | | |
| Start date | | Finish date | | | | Reason | | | | | |
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| **SECONDARY EDUCATION**  *(You will be required to produce evidence to demonstrate you have obtained all qualifications that you rely upon to support your application)* | | | | | | |
| **Dates**  **From To** | | **Name & address of School** | | **Examinations Passed** | | |
|  | |  | | Awarding body | Qualification | Grade |
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| FURTHER/HIGHER EDUCATION *(You will be required to produce evidence to demonstrate that you have obtained all qualifications that you rely upon to support your application)* | | | | | | |
| **Dates**  **From To** | | **Name & address of College / University** | **Examinations Passed** | | | |
|  | |  | **Awarding Body** | | Qualification | Grade |
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| **Other Qualifications held including vocational qualifications** | | | **Dates Awarded** | | | |
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| Are you a member of a professional body? Yes  No  If yes, please specify : | | | | | | |
| What languages do you speak or write fluently? | | | | | | |
| Please state the annual remuneration you expect, on the basis of working from home, subject to a maximum of £500 per month: | | | | | | |

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| SUPPLEMENTARY QUESTIONS |
| This post is exempt from the Rehabilitation of Offenders Act 1974, and therefore all convictions, **including all spent convictions**, must be declared. Do you have any past, present or pending convictions, cautions, warnings, prosecutions or bind overs? Yes  No  **If yes, you are required to provide details of the offence(s), and attach it to this application.** |
| Do you have a personal relationship with any employee of the CTO or a member of the current Executive Committee (ExCO)? Yes  No  If yes, please give details |
| What are your personal interests and hobbies? |
| Website or publication in which advertisement was seen |
| Do you have a disability? Yes  No  If so, please state what type of reasonable adjustment would be necessary to assist you during the recruitment and selection process and/or at work. |

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| **REFERENCES** | | |
| Please give the names and addresses of two referees | | |
| Name of referee: | Name of referee: | |
| Job Title: | Job Title: | |
| Name and address of organisation:    Postcode: | Name and address of organisation:    Postcode: | |
| Email address | Email address | |
| Telephone number | Telephone number | |
| Relationship to you | Relationship to you | |
| May we approach this referee before interview?  Yes  No | May we approach this referee before interview?  Yes  No | |
| I declare that the information set out in this application form is true, accurate and complete. I also understand that if I have omitted facts that may have a bearing on my application, or if there are any anomalies on this form these will be explored by the CTO. Any false statement will result in rejection as a candidate and/or dismissal if appointed, and if appropriate, possible referral to the police.  In accordance with the Data Protection Act, I expressly agree that the CTO may use and process the information on this form as necessary, and for any legitimate purposes of the organisation. | | |
| Signed | | Date |

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| **PERSONAL STATEMENT** |
| Please state the approach you propose to adopt to deliver the tasks of the position you applied for, using your knowledge, skills, experience and personal qualities, in no more than 500 words.  Untitled-2 |
| **RECRUITMENT MONITORING FORM**  **PRIVATE & CONFIDENTIAL**  S T R I C T L Y C O N F I D E N T I A L | |

**This sheet will be separated from your application form upon receipt and does not form part of the selection process.**

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| **Application for the post of:**  **Name:** |

The CTO aims to be an equal opportunities employer, and selects staff on merit, irrespective of race, colour, nationality, ethnic or national origins, gender, marital status, family responsibility, age, disability, sexual orientation, trade union activity, or religious belief. In order to monitor the effectiveness of our equality policy, the CTO would appreciate if applicants complete this form. In accordance with Data Protection Act 1988, the information you have provided will only be used for the purposes of equality monitoring. The information will be used in summary form only to improve our services and processes.

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| **What is your Ethnic Group**  Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background | |
| **. White**  British  Irish  Any other White background, please write in:    **B. Mixed**  White and Black Caribbean  White and Black African  White and Asian  Any other Mixed background, please write in:    **C. Asian or Asian British**  Indian  Pakistani  Bangladeshi  Sikh  Any other Asian background, please write in: | **D. Black or Black British**  Caribbean  African  Any other Black background, please write in:    **E. Chinese or other ethnic group**  Chinese  Other, please write in    **F. I do not wish to provide this**  **information.** |

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| **Gender**  Male  Female |

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| **Disability –** Do you have a disability? If so, please state what type of adjustments to working arrangements would assist you in overcoming any disadvantage that your disability might otherwise cause you at work.    Please tick one box. | | | |
| None. |  | You have mental health difficulties. |  |
| You have a specific learning difficulty (for example dyslexia). |  | You have a disability that cannot be seen, for example diabetes, epilepsy or a heart condition. |  |
| You are blind or partially sighted. |  | You have two or more of the above. |  |
| You are deaf or hard of hearing. |  | You have a disability, special need or medical condition that is not listed above. |  |
| You use a wheelchair or have mobility difficulties. |  | I do not wish to provide this information. |  |
| You have Autistic Spectrum Disorder or Asperger Syndrome. |  |  |  |

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| **Present Status**  Internal Applicant  External Applicant |

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| **Date of Birth**        (dd/mm/yyyy) Age |

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| **Media**  Please state where you saw this post advertised:  If other, please state: |