TITAN PARTNERSHIP LTD.

Faraday Wharf, Holte Street, Aston, Birmingham, B7 4BB

Tel: 0121 607 1930

### PERSONAL DETAILS

**Surname**: ...............................................................

**First Name(s)**: .........................................................

**Preferred Title (eg Mr, Miss, Mrs, Ms, Dr.)**: .......…. **Home Telephone No**: ..........................…….....

**Email Address**: .…………………….……………………………. **Daytime Telephone No**: ..................…............

**Address**: .................................................................……………………………………………………………………………...

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**Post Code**: ..................................................…..………………………………….………………………………………………….

**Post Applied for:** ………………………………………………………………………………………………………………………………..

**Current salary**:……………………………….

### YOUR QUALIFICATIONS

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| **‘O’ Levels/GCSEs** | Grade | **Date** | **‘A’ Levels** | **Grade** | Date |
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| **DEGREE OR EQUIVALENT** | | | | |
| **Subject** | **University** | **Course Elements**  **(with indications of weightings)** | **Class/Division** | **Date** |
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| Please list any foreign languages in which you are fluent.  Please let us know your first language. |

**ADDITIONAL QUALIFICATIONS**

(Please give details below or state none if applicable, and indicate whether full or part-time study)

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| --- | --- | --- | --- |
| **Title** | **Main Subject** | **Awarding Body** | **Period of Study**  **From To** |
|  |  |  |  |

**EMPLOYMENT HISTORY**

Begin with your current or most recent employment and continue on a separate sheet if necessary.

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| --- | --- | --- | --- | --- |
| **Dates**  **Month** | **Year** | **Job Title: Current Post** | **Name, address & telephone number of employer** | **Reason For Leaving** |
| (From)  (To) |  |  |  |  |
| **Dates**  **Month** | **Year** | **Job Title(s): Previous Post(s)** | **Name, address & telephone number of employer** | **Reason For Leaving** |
| (From)  (To) |  |  |  |  |
| **Dates**  **Month** | **Year** | **Job Title(s): Previous Post(s)** | **Name, address & telephone number of employer** | **Reason For Leaving** |
| (From)  (To) |  |  |  |  |
| **Dates**  **Month** | **Year** | **Job Title(s): Previous Post(s)** | **Name, address & telephone number of employer** | **Reason For Leaving** |
| (From)  (To) |  |  |  |  |
| **Dates**  **Month** | **Year** | **Job Title(s): Previous Post(s)** | **Name, address & telephone number of employer** | **Reason For Leaving** |
| (From)  (To) |  |  |  |  |
| **OTHER RELEVANT EXPERIENCE** | | | | | |
| **Dates**  **Month** | **Year** |  | | | |
| (From)  (To) |  |  | | | |

**STATEMENT TO SUPPORT YOUR APPLICATION**

Please detail the experience and skills you have that make you the ideal candidate for this post by directly addressing the job description and person specification. (Please continue on a separate sheet if necessary).

**Do you wish us to make any special arrangements or provide any additional facilities if invited for interview etc.?**

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| **CONVICTIONS**  Any applicant for a post involving children and young people must declare any criminal convictions, ‘spent’ or otherwise. Titan will need to check the successful applicant’s details and carry out a DBS check.  Details of convictions (state nil if appropriate) |

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| **ENTITLEMENT TO WORK IN THE UK**  To comply with the Asylum and Immigration Act 1996 all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see an appropriate official document (for example, a document showing your national insurance number, if you have one, your birth certificate, passport etc). Do not send these now. Further information will be sent to you if you are selected.  Do you require a work permit to work in the UK? Yes/No (delete as appropriate)  If you already have a work permit, please give the expiry date …………………………………….  Do have a current driving licence? Yes/No (delete as appropriate) |

### DATA PROTECTION ACT

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| I understand that the personal information that I have provided will be computerised for administrative purposes, including statutory returns. |

**REFEREES**

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| Please give details of TWO professional referees (people who know you at work). We may wish to contact these people before interviews therefore please indicate if you do not wish us to do this. |
| 1. **Name**: ...............................................................................................................................................  **Address**: ..........................................................................................................................................  ........................................................................................................................................…...............  **Daytime Telephone Number**: .......................................................................................................... |
| 2. **Name**: ...............................................................................................................................................  **Address**: ..........................................................................................................................................  ........................................................................................................................................…...............  **Daytime Telephone Number**: .......................................................................................................... |

**DECLARATION**

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| If offered the post the information provided on this form becomes part of your contract of employment.  I declare that the information I have given on this application form is true and accept that if I have knowingly given false information it may result in my application no longer being considered or any contract of employment being invalid.  Signed: ............................................................................................... Date: ........................................ |
| **The completed application form should be sent to:** HR  Titan Partnership Ltd  Faraday Wharf  Holte Street  Birmingham  B7 4BB  Email: shazia.hussain@titan.org.uk |
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