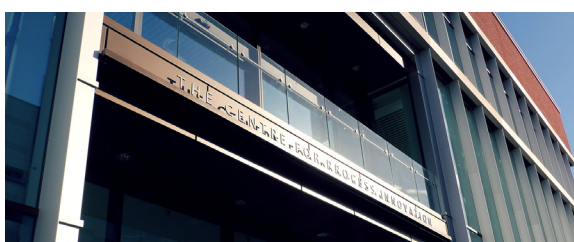




Job Application Form

Centre for Process Innovation



Please return your application via one of the options below:

 www.uk-cpi.com/careers

 recruitment@uk-cpi.com

 CPI, HR, Wilton Centre, Wilton, Redcar, TS10 4RF

Your Details



IMPORTANT: This form must be completed in full. Please note we do not accept CV's. Only candidates selected for interview will be contacted.

Application for the post of

Job Reference Number

Please state where you initially saw this post advertised

Personal Information

Surname First Name(s)

Mr/Mrs/Miss/Ms/Dr/Other Known as

Address

Contact Number

Email Address

National Insurance Number

Eligibility to work in the UK

Please note that all short listed candidates will be expected to demonstrate at the time of interview their legal right to live and work in the UK by presentation of appropriate original documents. General guidance can be found at the UK Border Agency's website: www.bia.homeoffice.gov.uk

A Are you a legal national of the UK or other countries in the European Economic Area or a Swiss National? Yes ☐ No ☐

B Do you hold Tier 1 (Highly Skilled Worker) Status? Yes ☐ No ☐

C Do you need a Certificate of Sponsorship? Yes ☐ No ☐

D Are you a dependent of someone who has a Certificate of Sponsorship? Yes ☐ No ☐

E Have you acquired indefinite leave to remain in the UK or have a UK Ancestry visa? Yes ☐ No ☐

F Do you have a valid student visa? This entitles you to work on a part-time basis for the annual equivalent of up to 20 hours per week until the expiry of your visa. Yes ☐ No ☐

G Do you have a passport, travel document, residence permit or letter, issued by the Home Office or UK Borders Agency, which is endorsed to show that you have residency and permission to work in the UK? Yes ☐ No ☐

If you have answered Yes to **B, D, E** or **F** please state the expiry date, if one applies

Employment History

Present/Most Recent Employment

Employer’s Name, Address and Nature of Business

Job Title

Hours per week

Salary

Associated Benefits

Date Commenced

Date Left (if applicable)

Notice Period

Please give a brief description of your duties and achievements (if no longer employed, please give reason for leaving)

Previous Employment

From/To	Employer’s Name, Location, and Nature of Business	Your Job Title, Outline of Duties, Hours per Week, and Reason for Leaving

[illegible]

Education and Training

Please give details of education and qualifications obtained from Secondary School, College, University (or equivalents)

Place of Study	Qualifications (Please State Subject and Grade)



Training/Development

Place of Study	Qualification Gained (If Applicable)

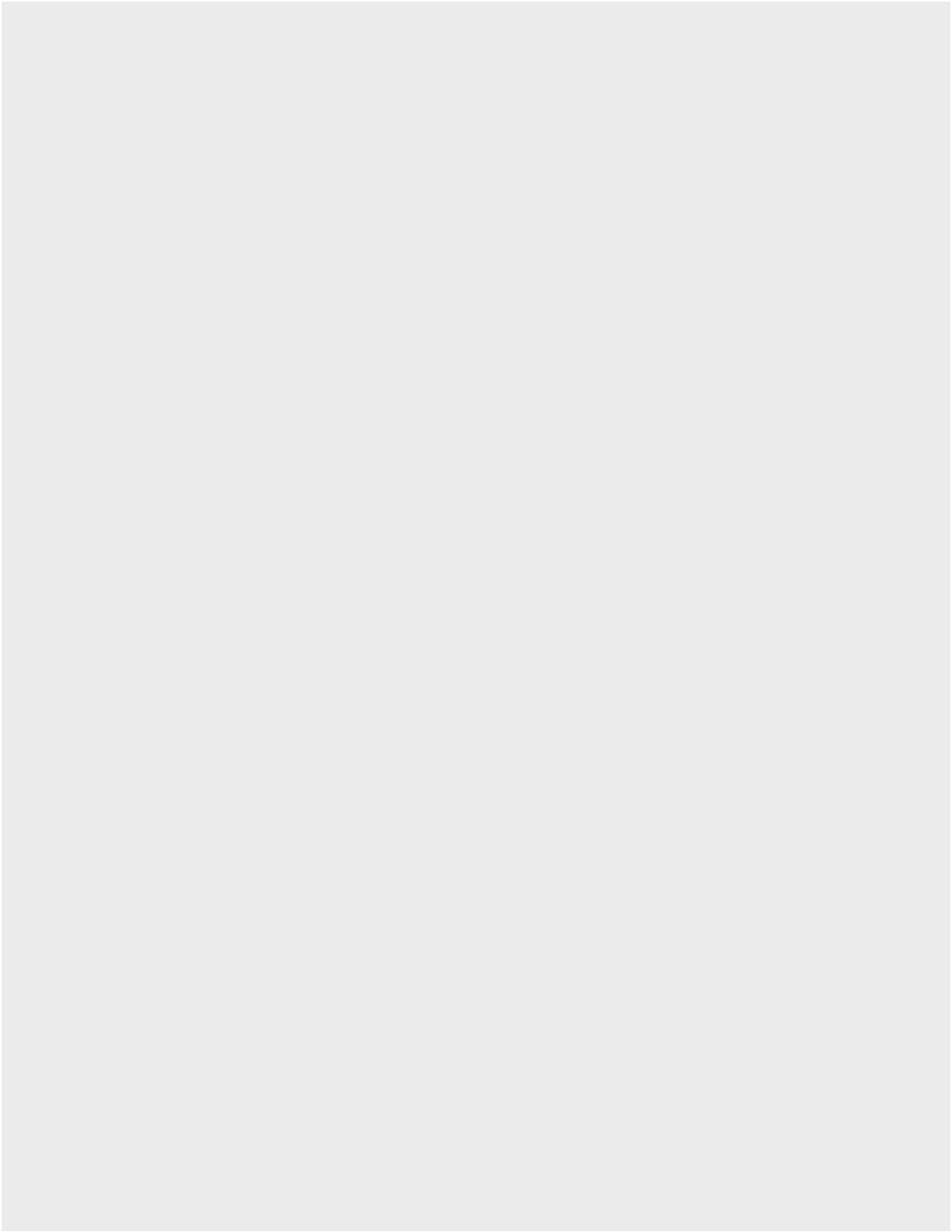


Membership of Professional Bodies

Name of Body/Qualification	Class/Grade (Please State Method of Study)

Additional Information

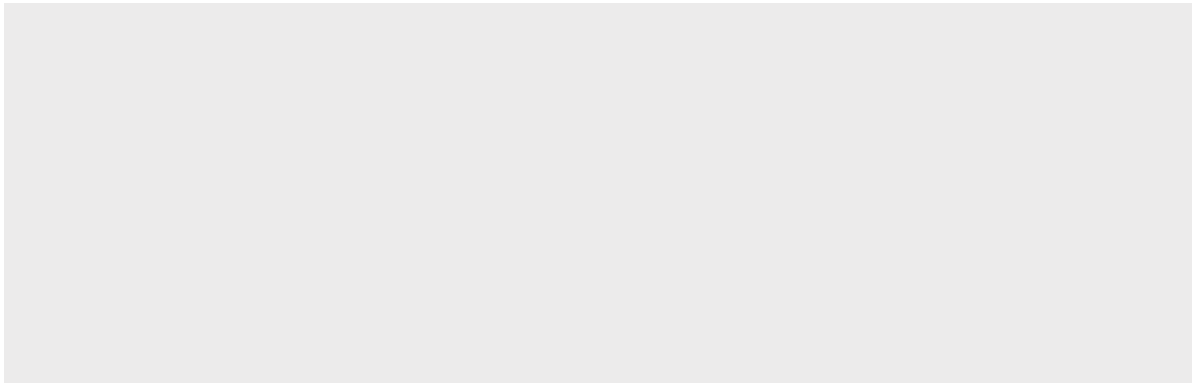
Please use this section to describe how you meet the skills, knowledge and experience for this role, in line with the advert and job description

A large, empty light gray rectangular box intended for the applicant to provide additional information, such as how they meet the skills, knowledge, and experience requirements for the role.

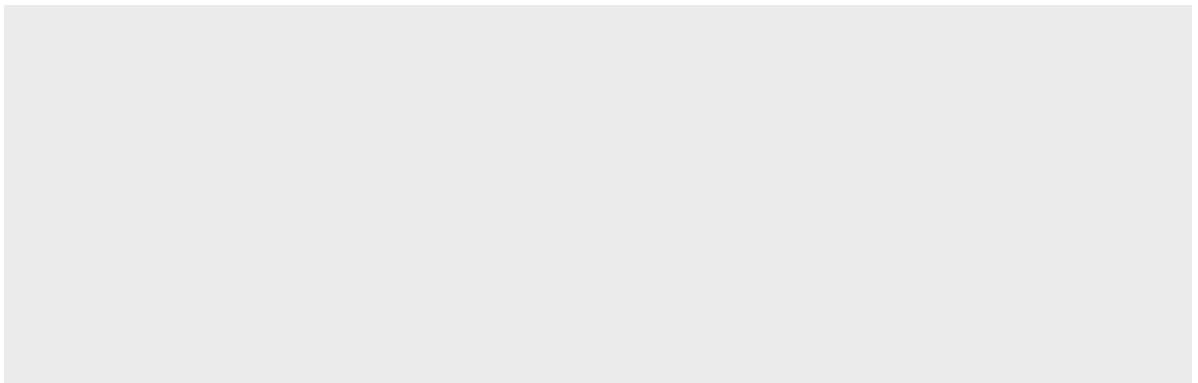
Competencies

Please refer to the required competencies in the associated job description. Please provide a brief example of how you demonstrated the following competencies:

Leadership



Communication



References

All appointments are subject to receipt of two satisfactory references. Please provide names and addresses of two individuals. One should be your current/most recent employer.

First Referee (Current or most recent employer, unless this is your first employment, then you should indicate a university/college/school referee)

Name	<input type="text"/>	Position	<input type="text"/>
Capacity in which known	<input type="text"/>		
Email Address	<input type="text"/>	Phone	<input type="text"/>
Address	<input type="text"/>		
<input type="text"/>			

Second Referee (normally a previous employer unless this is your first employment, then you should indicate a university/college/school referee)

Name	<input type="text"/>	Position	<input type="text"/>
Capacity in which known	<input type="text"/>		
Email Address	<input type="text"/>	Phone	<input type="text"/>
Address	<input type="text"/>		
<input type="text"/>			

May we contact your referees prior to appointment? Yes No ☐

Declaration



IMPORTANT: Please sign this section after you have completed all parts of the form.

All personal information that you provide will be held and processed in accordance with Data Protection Act 1998. Your information will be held in strictest confidence and used only for the purpose of assessing your application for employment. Anonymised data may also be used to inform recruitment and selection activities, including equality and diversity monitoring. If your application is successful, your information will be retained as part of your employee file. If your application is not successful, this information will be retained for twelve months and will then be destroyed.

I certify to the best of my knowledge that the information given on this form is correct. I understand that deliberately giving false or incomplete information will disqualify me from appointment, or in the event of discovery after appointment, make me liable to dismissal. Canvassing, either directly or indirectly, will disqualify an applicant.

Signed

Date

*If submitting digitally please check this box in lieu of a signature

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