

**BUSINESS CONTINUITY OFFICER**

**APPLICATION FORM**

Please ensure you review the guidance notes and privacy notice information associated with this document.

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| --- | --- |
| **Candidate Ref No:** |  |
| **Closing Date** |  |
| **Date Received** |  |
| **(For Office Use only)** | |

**Section 1- Personal Information**

|  |  |
| --- | --- |
| Name |  |
| Address: |  |
| Contact telephone Number: |  |
| Email address: |  |
| Are there any restrictions applied to your right to work within the UK?  If so, please state what those restrictions are inclusive of expiry data of any permissions |  |

**Section 2 – Vacancy Information**

|  |  |
| --- | --- |
| Vacancy applied for: |  |
| Date of application: |  |

**Section 3. Career History**

3.1 Please provide details of your current job, including a brief description of the main duties and responsibilities of the post

|  |  |
| --- | --- |
| Employer |  |
| Start date of employment |  |
| End date of employment |  |
| Job Title |  |
| Key Responsibilities |  |
| Current Salary |  |
| Notice Period |  |

3.2 Please provide details of all previous paid work, voluntary work and periods of unemployment, starting with the most recent.

|  |  |
| --- | --- |
| Employer |  |
| Job Title |  |
| Key Responsibilities |  |
| Start Date of employment |  |
| End Date of employment |  |

|  |  |
| --- | --- |
| Employer |  |
| Job Title |  |
| Key Responsibilities |  |
| Start Date of employment |  |
| End Date of employment |  |

|  |  |
| --- | --- |
| Employer |  |
| Job Title |  |
| Key Responsibilities |  |
| Start Date of employment |  |
| End Date of employment |  |

|  |  |
| --- | --- |
| Employer |  |
| Job Title |  |
| Key Responsibilities |  |
| Start Date of employment |  |
| End Date of employment |  |

|  |  |
| --- | --- |
| Employer |  |
| Job Title |  |
| Key Responsibilities |  |
| Start Date of employment |  |
| End Date of employment |  |

|  |  |
| --- | --- |
| Employer |  |
| Job Title |  |
| Key Responsibilities |  |
| Start Date of employment |  |
| End Date of employment |  |

**Section 4 – Personal and Professional Qualifications (relevant to role)**

|  |  |  |  |
| --- | --- | --- | --- |
| Date qualification obtained | Name of Qualification | Level Achieved | Reaccreditation required? Please include date of reaccreditation |
|  |  |  |  |
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**Section 5 – Professional Experience**

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| Please provide demonstrable evidence of your professional work experience which you believe supports your application. **This section should be completed in no more than 3000 words** |

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**Please use a continuation sheet if required**

**Section 6. References**

Please give the details of two referees, stating how long you have known them. One should be your current or most recent employer.

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| --- | --- |
| Name: | Name: |
| Address: | Address: |
| Telephone Number: | Telephone Number: |
| Email: | Email: |
| Occupation: | Occupation: |
| Time Known: | Time Known: |
| May reference be taken up before interview? | May reference be taken up before interview? |

**Section 7. Disabilities**

Do you require any special arrangements to be made for your interview/assessment center on account of your disability?

If so please provide brief details of your disability on your day to day activities and any other information you feel would help us to accommodate your needs during your interview/ assessment center.

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**Section 8 – Criminal Convictions**

Your attention is drawn to the fact that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer 'no' to this question even if you have, in the past, been subjected to criminal proceedings resulting in conviction(s).  However, certain types of employment are excluded, under the Rehabilitation of Offenders Act 1974 (Exemptions) Order, 1975, from the protection of the Act.

It is therefore, suggested that you take the appropriate advice if you are in any doubt as to the correct answers to give.

**Have you ever been convicted of a criminal offence?**                  **YES/NO**

If yes, please specify date of conviction, Court, nature of offence and sentence imposed.

**Section 9 – Canvassing**

You are required to declare any relationships with Senior Officers of the Service or Members of the Fire Authority as canvassing, whether direct or indirect, will invalidate your application.  (Please note Senior Officers are defined as the Chief Fire Officer or Officers holding a Brigade Manager level post.)

**Are you related to any Councillors of the Fire Authority or Senior Officers of the Fire Service?**

**YES  /  NO    If YES, please detail (stating name and job title if quoting a Senior Officer).**

**Section 10 – Declaration**

I declare that all information which I have provided is correct. I understand that any false information given may result in my application form being rejected or where applicable a job offer being withdrawn or disciplinary action.

I agree to the information in this form being utilized and stored for the purposes of my application, for monitoring and for reasonable research into the application process and in accordance with the General Data Protection Regulations.

I confirm that I have completed this application form and that to the best of my knowledge the information I have provided in it, is true and accurate.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |

**Please Note: Approaching any elected Councillor or employee of a Fire Authority directly or indirectly to promote this application or providing false/misleading information in this application form shall disqualify you from appointment or if appointed may render you liable to disciplinary action, which could lead to your dismissal.**