



APPLICATION FORM

CONFIDENTIAL

This form is intended to enable you to give information about yourself to assist in the BEF's initial assessment of your suitability for employment. It will also be used as a basis for discussion if you are invited for interview.

If you need more space to enter your details, or wish to give additional information, please use a separate sheet.

Vacancy details

Position applied for:

Personal details

Surname:

First name(s):

Address:

Postcode:

E-mail:

Home telephone no:

Mobile telephone no:

Work telephone no:

(With discretion may we contact you at work?)

For Office use only Candidate Number:

Education details (from age 11 years)

School/College/University

Name of Establishment	Subject(s) studied	Qualifications gained/grades obtained	Date (month/year)
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Academic/Professional

Name of institution

Qualifications/grades obtained

Other qualifications

Name of institution

Qualifications/grades obtained

Membership of professional bodies

Membership details

For Office use only Candidate Number:

Employment details

Please detail your most recent employment first.

Employer:

From/To (mth/yr):

Address:

Type of business:

Post held:

Salary/main benefits:

Duties & responsibilities:

Employer:

From/To (mth/yr):

Address:

Type of business:

Post held:

Salary/main benefits:

Duties & responsibilities:

For Office use only Candidate Number:

Employment details continued

Employer:

From/To (mth/yr):

Address:

Type of business:

Post held:

Salary/main benefits:

Duties & responsibilities:

Employer:

From/To (mth/yr):

Address:

Type of business:

Post held:

Salary/main benefits:

Duties & responsibilities:

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Experience/Skills/Additional Information

Please state how your experience to date makes you a suitable candidate for the post. Where possible please provide examples relating to any previous experience and knowledge gained through paid or unpaid employment, education or leisure interests. If necessary please continue on separate sheets.

References

Please give details of two employment referees, one of whom should be your present or most recent employer.

Your current employer will only be contacted with your prior agreement.

Name:

Name:

Position:

Position:

Organisation:

Organisation:

Address:

Address:

Telephone no:

Telephone no:

Email address:

Email address:

General Information

Are you related to any member of British Equestrian Federation staff?

Do you require a work permit?

Do you have/require a working visa?

If you have a working visa, when is the expiry date?

Do you hold a full clean driving licence?

How soon would you be able to start new employment?

Health

Before a staff appointment is confirmed, candidates may be required to undergo a medical examination.

How many days' sickness absence have you had in total during the past three years?

If greater than 12 days, please give details

For Office use only Candidate Number:

Rehabilitation of Offenders Act 1974

The British Equestrian Federation recognises that some of its employees will be in a position of trust or will be working with children and vulnerable adults. It is therefore responsible for ensuring that it recruits and retains staff and volunteers in a safe and reasonable manner. With this in mind, all new staff and current staff within areas specified by legislation will be required to disclose any relevant criminal record.

A conviction will not necessarily be a bar to your obtaining a position.

Have you ever been convicted of a criminal offence other than a traffic offence or spent conviction under the Rehabilitation of Offenders Act 1974?

If so, please give details:

I declare that the information is true and complete to the best of my knowledge. I understand that if any information is later found to be false, or if I withhold any information, the British Equestrian Federation may withdraw any offer of employment that has been made, or render me liable to disciplinary action which may result in dismissal if employment has commenced.

Signed:

Date:

**PLEASE RETURN COMPLETED APPLICATION FORMS TO:
Maggie Moreton, Head of Secretariat, British Equestrian Federation, Stoneleigh Park, Kenilworth,
Warwickshire, CV8 2RH by 20 September 2010 or email maggie.moreton@bef.co.uk**

For Office use only Candidate Number:

BEF EQUAL OPPORTUNITIES MONITORING FORM

Strictly confidential – for use of Human Resources department only

The BEF promotes a policy of equality of opportunity and is committed to eradicating any form of unfair discrimination. We will ensure that people are selected for employment on the basis of their suitability and are treated fairly regardless of race, disability, class or social background, religious belief, sexual orientation, ethnic or national origins, gender, marital status, pregnancy, parental status, age, colour or political persuasion or any other aspect not related to job performance. Please help us to ensure that we adhere to this policy by completing this form.

Name:

Position applied for:

Do you require any special facilities when attending interview? (if so, please specify)

Do you require any adjustments to the workplace to assist you in employment? (if so, please state the adjustments you might need)

Are you:

Male Female

To which ethnic group do you consider you belong?

White

English Scottish Welsh

Irish Other

Mixed

White & Black Caribbean White & Black African White & Asian

Asian or Asian British

Indian Pakistan Bangladeshi

Black or Black British

Caribbean African

Other

Prefer not to say

For Office use only Candidate Number:

Are you aged:

16-25

26-44

45-64

65+

Prefer not to say (if under 65)

Do you consider yourself to have a disability?

Yes

No

Prefer not to say

If you have indicated yes, please mark all the boxes that apply to you

Visual impairment

Hearing impairment

Physical impairment

Learning disability/difficulty

Other (please specify)

Thank you for completing this monitoring form and assisting us in actively promoting equal opportunities. Please return the completed form to:

Janice Shardlow, Head of Governance and Legal, British Equestrian Federation, Stoneleigh Park, Kenilworth, Warwickshire. CV8 2RH

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