



APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

Office use only
Candidate Reference Number

Dear Applicant

Thank you for the interest you have shown in working for the East Lancashire Railway. Please note that employment with the railway depends on medical assessment, your entitlement to work in the UK and satisfactory references.

Please read the guidance notes. Then fill in the application form in black ink or type.

To keep costs down, we only send out letters to people who we are inviting for interview. So, if you haven't heard from us within 4 weeks after the closing date for applications, please accept that you have not been short listed and will not be asked for interview.

We do not normally send out letters of acknowledgement when we receive application forms. If you would like an acknowledgement, please send us a stamped addressed envelope with your application.

Job appointment will be on merit.

Mike Kelly
Chairman

SECTION A

1. Post Details

Post applied for:

Department:

Location: Bury

Closing Date

Please return your completed application form to:

Mike Kelly

East Lancashire Railway

Bolton Street Station

Bolton Street

Bury

LANCS

BL9 0EY

2. Personal Details

Surname (block capitals)	
Preferred Title	
Forenames	
E-mail address	
Address	
Post Code	
Home Tel No:	
Work Tel No:	
Mobile Tel No:	

3. References

Please give the name of two referees, one of which should be your current or last employer if you have been employed recently. If you have not been employed recently refer to the guidance notes. You may choose your second referee.

Referee 1 - Please tick the box if you do not wish your referee to be contacted without prior consent

Name	
Job Title	
Address	
Post Code	
E-mail address	
Tel No:	

Referee 2 - Please tick the box if you do not wish your referee to be contacted without prior consent

Name	
Job Title	
Address	
Post Code	
E-mail address	
Tel No:	

Business / Character Referee - Please tick the box if you do not wish your referee to be contacted without prior consent

Name	
Job Title	
Address	
Post Code	
E-mail address	
Tel No:	

4 . How did you find out about this job?
(e.g. name of the newspaper, website, etc)

5. **Disability**

Guide to the Meaning of Disability

Do you consider yourself to have a disability/impairment as defined in the Disability Discrimination Act 1995?

(Please tick appropriate box)

Yes **No**

The Disability Discrimination Act 1995 defines a disabled person as someone with a physical or mental impairment, which has substantial and long-term adverse effect on his/her ability to carry out normal day to day activities.

If Yes, do you consider yourself to have any of the following disabilities / impairments as defined in the DDA?

- Physical disability
- Learning disability
- Mental health problems
- Head injury
- Visual disability
- Hearing disability
- Musculoskeletal disability
- Cardio-vascular disability
- Other please state... ..

Declaration

I declare that to the best of my knowledge the information contained in Section A and B of this application form are true and correct and I have noted and understood .Note 8 in Section B headed General Information. I understand that if it is found that I have deliberately given false or misleading information I will, if appointed, be dismissed immediately without notice.

Signature

Date

SECTION B

1. Post Details

Post applied for

Department

Location

Closing Date

SECTION B

2. Present Employment

Job Title	
Name of Employer	
Address of Employer	
Post Code	
Date Started:	
Salary/Wage:	
Notice Required:	
Description of your current role	

3. Previous Employment

(Please list in date order, starting with the most recent, giving reasons for leaving. You must also explain any gaps in employment).

Dates		Name & Address of Employer	Job Title/Grade/Salary	Reason For Leaving
From	To			

4. Education

(Please list in date order, starting with the most recent)

School/College	Qualifications Obtained	Grade	Date

5. Professional Qualifications

Membership Body	Type of membership	Title of Qualification	Date

6. Other Training

Please give details of any other training relevant to the post you are applying for not covered in previous sections (e.g. short courses)

From	To	Details

7. Relevant Skills, Knowledge and Experience

(Please read the Guidance Notes before you complete this section)

7. Relevant Skills, Knowledge and Experience Cont'd

Please continue on a separate sheet if necessary. Please state if you are using additional sheets of paper.

8. General Information

Are you in possession of a current driving licence? **YES/NO**

(Delete as appropriate - Answer only if driving is a requirement of the post.)

Data Protection Act 1998

The Company maintains a Register Entry in respect of Staff Administration. Personal information provided by you on this form and any others in connection with your application is treated in confidence and complies with the requirements of the Act.

Verification of Information

The Company may verify information you have provided on the Application form (e.g. Qualifications, Skills, Knowledge, Experience and Salary) either prior to the interview or as part of the appointment process. This may involve contacting organisations or persons you have named on the form. You will have the opportunity to make representations should any checks produce discrepancies.

Asylum and Immigration Act 1996

It is a criminal offence to employ a person who is subject to immigration control, unless they have documentation which permits them to work in the UK. You should therefore be aware that we will make checks to ensure that you are eligible to work in the UK.

Insufficient Postage

When returning your completed application form it is your responsibility to ensure that you have used sufficient postage as we will not be responsible for collecting the form and paying excess postal charges. If your form is received after the closing date due to insufficient postage **it will not be considered for short-listing.**