|  |  |
| --- | --- |
|  | ECM Education Consultants Ltd |

# Employment Application- Associate

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | Last | First | . |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | County | Post Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Available: |  |  |  |  |  |

|  |  |
| --- | --- |
| Position Applied for: |  |

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| --- | --- | --- | --- | --- | --- |
| Are you a citizen of the United Kingdom? | YES | NO | If no, are you authorized to work in the UK, do you need a permit to work in the UK? | YES | NO |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever worked for this company? | YES | NO | If yes, when? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act 1974) | YES | NO |  |

|  |  |
| --- | --- |
| If yes, explain: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Do you consider yourself to have a disability?  (NB: The Equality Act 2010 defines a person as having a disability if he/she “has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities”). | |  |  |  | | --- | --- | --- | | YES | NO |  | |  |  |  | |
| If yes, please advise  Please also tell us if:  a. there are any reasonable adjustments we can make to assist you  b. there are any reasonable adjustments we can make to the job itself to help you carry it out |  |

## Education

|  |  |  |  |
| --- | --- | --- | --- |
| School: |  | Address: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| From: |  | To: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Qualifications: | |  | | | |
|  | |  | | | |
|  | |  | | | |
|  | |  | | | |
| College/University: |  | | Address: |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | | To: |  | Did you graduate? | | YES | NO | Qualification: |  |
| Other: | |  | | | | Address: |  | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES | NO | Qualification: |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Other: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES | NO | Qualification: |  |

## References

Please list three professional references.

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Email: |  |  |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Email: |  |  |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Email: |  |  |  |

## Previous Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  |  |  |  |  |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous employer for a reference? | YES | NO |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |
| --- | --- | --- |
| Job Title: |  |  |

|  |  |
| --- | --- |
| Responsibilities: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous employer for a reference? | YES | NO |  |
|  |  |  |  |

## Additional Training/Qualifications

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Please list any additional training and qualifications (please use a separate sheet if necessary). |  | | |  |
|  |  | | |  | Year | |  |  |
|  | | |  | Year | | |  |  |
|  | | |  | Year | | |  |  |
|  | | |  | Year | | |  |  |
|  | | |  | Year | | |  |  |
|  | | |  | Year | | |  |  |

## Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

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