



# CONFIDENTIAL

Please complete this application form in full using black ink and printing in capital letters.

## 1. PERSONAL DETAILS

Title: \_\_\_\_\_ First Name(s): \_\_\_\_\_ Last name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Home Telephone No: \_\_\_\_\_ Daytime contact No: \_\_\_\_\_

Email: \_\_\_\_\_

National Insurance No: \_\_\_\_\_

## 2. CURRENT EMPLOYMENT

Job Title: \_\_\_\_\_ Date Appointed: \_\_\_\_\_

Salary: \_\_\_\_\_ Other Benefits: \_\_\_\_\_

Employer Name and Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Email: \_\_\_\_\_

Notice Required: \_\_\_\_\_

## 3. CURRENT MEMBERSHIP OF PROFESSIONAL BODIES

Professional Body / Association

Current Status and Member No.

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

## 4. POST DETAILS

Post Title: \_\_\_\_\_

Please state where you saw the advertisement: \_\_\_\_\_





## 8. REFERENCES

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

## 9. CRIMINAL CONVICTIONS

Have you ever been convicted of a criminal offence?      Yes       No

If so, please give details of any unspent criminal convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

If yes, please detail offence(s) including date(s) and sentence(s)

| Offence(s) | Date(s) | Sentence(s) |
|------------|---------|-------------|
| _____      | _____   | _____       |
| _____      | _____   | _____       |
| _____      | _____   | _____       |
| _____      | _____   | _____       |

## 10. DECLARATION

I certify that the information contained on this application form is accurate and true. I give my consent to the processing, transfer and disclosure by ACC Liverpool of all information submitted by me during the recruitment process and throughout any subsequent period of employment for pre employment checks, Equal Opportunities monitoring, payroll operations and training. (Data Protection Act 1998) (NB: Deliberate falsification of information will lead to disciplinary proceedings and may result in dismissal).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## **CONFIDENTIAL**

Please complete this application form in full using black ink and printing in capital letters.

Arena and Convention Centre Liverpool (ACC Liverpool) is an Equal Opportunities Employer. This means that all applicants for posts at ACC Liverpool will receive equal treatment irrespective of their age, disability, gender (sex), gender identity, race, religion and belief and sexual orientation. The information you provide on this form will assist us in monitoring the effects of our Equal Opportunities Policy in recruitment and selection and help us to develop and improve.

All information will be treated in confidence and will not be seen by staff directly involved in the appointment. The Equal Opportunities questionnaire will be detached from your application form, stored separately and used only to provide statistics for monitoring purposes.

### 1. POST DETAILS

Post Title: \_\_\_\_\_

### 2. PERSONAL DETAILS

Title: \_\_\_\_\_ First Name(s): \_\_\_\_\_ Last name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Gender: \_\_\_\_\_

The following categories are consistent with the Government 2001 Census and have been approved by the Equality and HR Commission.

Please confirm appropriate category.

### 3. RACIAL ORIGIN

#### Asian or Asian British

- Asian British
- Bangladeshi
- Indian
- Pakistani
- Any other Asian background

#### Black or Black British

- African
- Black British
- Caribbean
- Nigerian
- Somali
- Any other Black background

#### Chinese or other ethnic group

- Chinese
- Gypsy
- Traveller\*
- Yemeni
- Other (give details)

\* Travellers are defined as a specific ethnic group who may also belong to a variety of racial backgrounds. For this reason, if you consider yourself to be a traveller, you may also tick another category which indicates your racial background.

#### Mixed

- White and Asian
- White and Black African
- White and Black Caribbean
- Any other mixed background

#### White

- White British
- White Irish
- Any other white background

### 4. DISABILITY

Do you consider yourself to be a disabled person? Yes  No

If you are invited to interview/assessment are there any adjustments that you feel would assist you during your interview/assessment?

Yes  No

If yes, please specify assistance required: \_\_\_\_\_

Thank you for your application. This should be returned to Tammy Montgomery, HR Advisor  
Arena and Convention Centre Liverpool, Kings Dock, Liverpool Waterfront, L3 4FP.

## **General Information**

The Arena and Convention Centre Liverpool (ACC Liverpool) application form is presented as one document. The first part requires information about the post for which you have applied, together with information about your knowledge, skills and experience, the second part relates to Equal Opportunities. Both parts need to be completed in full. Your application form should contain clear and concise information that can be used to determine your suitability for interview.

You are advised to read through the application form before you complete it and you may find that it helps to prepare a rough draft first. You should provide evidence of ways in which you meet the selection criteria. This is best achieved by giving examples drawn from your experience and stating any notable achievements or results.

The job description provides information about the post for which you are applying and the person specification provides information relating to the knowledge, skills and experience required to undertake this role. Read these documents carefully and ensure that your application details the way in which your knowledge, skills and experience relate to the criteria in the person specification.

## **Equal Opportunities**

ACC Liverpool is an Equal Opportunities employer and welcomes applications from all the community. Our aim is to ensure that no applicant or employee receives less favourable treatment on the grounds of age, disability, gender (sex), gender identity, race, religion and belief and sexual orientation.

The information gathered on our Equal Opportunities Monitoring Form is used to monitor the effectiveness of our Equal Opportunities Policy in recruitment and selection and help us to develop and improve in this area. Please complete all information in full, including both the post details and your personal details. When we receive your application, the Equal Opportunities Monitoring Form will be detached from your main application and processed separately. This information will not be available to the shortlisting or interview panels and will not be used to make any decisions about your application or suitability for employment.

## **All completed application forms should be returned to:**

Tammy Montgomery, HR Advisor, Arena and Convention Centre Liverpool,  
Kings Dock, Liverpool Waterfront, L3 4FP.

## **Application for Employment - PART 1 - Guidance Notes**

### **1. Personal Details**

Please complete this section clearly and accurately as this information may be used to contact you at any stage of the recruitment process.

### **2. Current Employment**

This section asks you to complete details of your current employment. It is important to note that your employer will be contacted and a reference requested if you are successful in your application.

### **3. Current Membership of Professional Bodies**

Please give full details of your membership of professional bodies.

### **4. Post Details**

To ensure that you are considered for the correct post, it is essential that you complete this section.

### **5. Previous Employment**

Start with your last employer (excluding your current employer) and work backwards, listing all full and part time employment, including voluntary work. It is essential, that you provide reasons for any gaps in your employment history. No offer of employment will be made unless this information has been provided in full. ACC Liverpool may contact any of your previous employers to confirm the information provided on your application is accurate.

### **6. Education, Training and Development**

Please provide details of all relevant qualifications and courses attended. Detail your most recent information first, then work backwards.

### **7. Experience**

In this section you are asked to illustrate why you are a suitable candidate for this post. We use the criteria in the person specification to assess applications and determine a shortlist for interview. You should ensure that your application provides us with enough information and examples of your knowledge, skills and experience to match the person specification requirements. Remember that knowledge, skills and experience gained outside work may also be relevant.

### **8. References**

All applicants, must provide details of two referees, one of which must be your current or most recent employer. Referees must not be relatives and should, wherever possible, be people who can comment on your suitability for the post for which you have applied. No offer of employment will be confirmed until two satisfactory references have been received.

### **9. Criminal Convictions**

Please give details of any unspent criminal convictions that you may have.

### **10. Declaration**

You are required to confirm that the information you have supplied is true and accurate. Deliberate falsification of information will lead to disciplinary proceedings and may result in your dismissal.

## **Application for Employment - PART 2 - Guidance Notes**

### **1. Post Details**

Please complete this section clearly and accurately.

### **2. Personal Details**

Please complete this section in full.

### **3. Racial Origin**

Please tick the appropriate box to confirm your racial origin.

### **4. Disability**

This section is to inform us of any disabilities you may have and to help us put in place any adjustments that may assist during interview / assessment.