

|  |  |  |
| --- | --- | --- |
| **PHARMExcel**  **Job Application Form**    **Position Applied for:**   |  | | --- | |  |   **Job Reference:**   |  | | --- | |  | |

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname/Family Name:** |  | **Preferred Title:** |  |
| **First Name(s):** |  | **Previous Surname:** |  |
| **NI Number:** |  | **Date of Birth:** |  |
| **Home Address:** |  | **Present Address**  **(if different):** |  |
| **Post Code:** |  | **Post Code:** |  |
| **Telephone (Home):** |  |  |  |
| **Telephone (Mobile):** |  | **Email:** |  |

**PRESENT APPOINTMENT (or most recent)**

|  |  |
| --- | --- |
| **Job Title:** |  |
| **Employer:** |  |
| **Department/Section:** |  |
| **Employer’s address:** |  |
| **Start Date:** |  |
| **Summary of main duties in your job:** |  |
| **Grade and Salary (including any supplements such as London weighting):** |  |
| **Please list (with costs) any additional Company benefits you currently receive i.e. company car, car allowance, private health care, company bonuses.** |  |
| **Are you still employed?** | **Yes/No** |
| **If YES, amount of notice required:**  **If NO, the date employment ended:** |  |

**PREVIOUS EMPLOYMENT DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job title** | **Name and address of employer** | **From** | **To** | **Reason for Leaving** |
|  |  |  |  |  |

**EDUCATION AND ACADEMIC QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Secondary School Education**  **(name of establishment)** | **From** | **To** | **Qualifications Awarded (subjects and grades)** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Higher Education/ University**  **(name of establishment)** | **From** | **To** | **Qualifications Awarded**  **(name of qualifications and grades awarded)** |
|  |  |  |  |
| **Other** |  |  |  |

**MEMBERSHIP OF PROFESSIONAL BODIES**

|  |  |  |
| --- | --- | --- |
| **Name of Institute/Professional Body**  Please give details of your involvement with these bodies (eg attendance at meetings) | **Current Level of Membership (eg corporate)** | **Membership Number** |
|  |  |  |

**TRAINING AND DEVELOPMENT**

|  |
| --- |
| Please include details of any training (eg courses, seminars) and development (special projects, personal development courses) relevant to your application. Also include how you keep your job skills up to date. |
|  |

**ANY OTHER RELEVANT WORK EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nature of Occupation** | **Employer** | **From** | **To** | **Reason for Leaving** |
|  |  |  |  |  |

**PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18**

(Failure to complete may result in not being called for interview)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From** | | **To** | | **Details** |
| **Month** | **Year** | **Month** | **Year** |
|  |  |  |  |  |

**PERSONAL STATEMENT**

|  |
| --- |
| **Details as to how your qualifications, skills, knowledge and experience match the Company’s requirements for this position.** |
|  |

**ADDITIONAL INFORMATION**

|  |
| --- |
| **Any further information you would like to add to support your application** |
|  |

|  |  |  |
| --- | --- | --- |
| |  | | --- | | **Criminal Record** | | Please note below any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please also state below. In certain circumstances employment is dependent upon obtaining a satisfactory Disclosure & Barring Certificate from the Disclosure & Barring Service/Disclosure Scotland. | |

|  |  |  |
| --- | --- | --- |
| |  | | --- | | **Data Protection** | | 1. We are aware of our obligations under data protection legislation, including the obligation to collect only the data that is required for our specific purpose. The information collected in this application form is specific to our recruitment exercise and necessary for the performance of the role that you have applied for. If you are recruited for the role you have applied for, or any other role you are offered by us, the information provided will then be used for the purposes of your employment with us, together with further information collected upon recruitment for those purposes.  2. We will treat all personal information about you with utmost integrity and confidentiality. Our data protection policy sets out our approach to ensuring that your data is processed in line with the data protection principles within current data protection legislation.  3. Our privacy notice for job applicants gives you information on, amongst other things, the data we will hold about you during the recruitment exercise and what we use it for. You can view the privacy notice at [**www.pharmexcel-cro.com**](http://www.pharmexcel-cro.com) | |

|  |
| --- |
| **THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**  In accordance with the Immigration, Asylum and Nationality Act 2006, the Managing Director will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position, candidates should provide documentary evidence of their right to live and work in the UK. |

**DECLARATION BY APPLICANT**

|  |  |
| --- | --- |
| **From what source did you learn of this vacancy?** | |
|  | |
| **Has someone else completed this form on your behalf?**  **If yes, please provide the person’s name and an explanation below:** | **Yes/No** |
|  |
|  | |
| **Please let us know by email if you need any reasonable adjustments made if invited for interview.** | |

|  |  |
| --- | --- |
| I certify that the information given above and overleaf is correct to the best of my knowledge.  I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, and relevant qualifications.  I give consent for personal information provided as part of this application to be held in accordance with the Data Protection Act 2018.  I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice. | |
| **Signature/Name:** | **Date:** |

**Please ensure you upload a copy of your CV along with the completed application form and a cover letter. You will receive confirmation of receipt via the email address you have included in your application form.**

**REFERENCES** Please give the names, addresses (including email) and status of two referees who may be approached. **References from friends or relatives are not acceptable.**

**If you DO NOT want us to contact the referees before your interview, please tick here**

|  |  |
| --- | --- |
| **Name:** | **Position:** |
| **Address:** | **Email address:** |
| **Telephone:** | **Mobile:** |
| **In what capacity do you know the above?** |  |

|  |  |
| --- | --- |
| **Name:** | **Position:** |
| **Address:** | **Email address:** |
| **Telephone:** | **Mobile:** |
| **In what capacity do you know the above?** |  |