

PRIVATE & CONFIDENTIAL

# Application Form



## Application for a vacancy in Companies House

### Application and Monitoring Forms

Please ensure that your completed application reaches me by the closing date shown in the advertisement. All applications should be returned to:

**Human Resources  
1st Floor  
Companies House  
Crown Way  
Cardiff  
CF14 3UZ**

Please ensure that you also complete the monitoring forms provided and return these with your application form.

### The Data Protection Act 1998

The information you give us on this form may be processed by a computer. The information will be used for recruitment and selection and monitoring purposes only. If your application is successful and you start work for Companies House, the information will be put onto our computerised personnel records. The information will be kept in strictest confidence at all times.

### Companies House is Regulated by the Civil Services Commissioners

Companies House recruitment processes are underpinned by the principle of selection for appointment on merit on the basis of fair and open competition as outlined in the Civil Service Commissioners' Code which can be found at [www.civilservicecommissioners.org](http://www.civilservicecommissioners.org). If you feel your application has not been treated in accordance with the Code and you wish to make a complaint, you should contact the Recruitment Advisor, Companies House, Crown Way, Cardiff CF14 3UZ in the first instance. If you are not satisfied with the response you receive from Companies House, you can contact the Office of the Civil Service Commissioners.

**Please tear off this page and keep it.**

*Please turn over ▶*



AWARDED FOR EXCELLENCE



INVESTOR IN PEOPLE



PRIVATE & CONFIDENTIAL

**PART 2 Current or Most Recent Employment**

Employers name and address

Date employed from  /  /  Date employed to  /  /

Position/Title

Salary  Notice required

Briefly describe the main duties and responsibilities of your current/most recent post

|  |
|--|
|  |
|  |
|  |
|  |

Reason for leaving

**PART 3 Previous Employment (most recent first)**

| Name & address of employer & nature of business | Position held & main duties | From/To | Reason for leaving |
|---|-----------------------------|---------|--------------------|
|   |                             |         |                    |

**(Continue on a separate sheet if necessary)**  
Please account for any gaps in employment history

**PART 4 Personal Statement**

The relevant competencies/criteria for the position are listed in the advertisement. Use this space to provide examples of actions and outcomes to demonstrate your competencies.

Lined writing area for the personal statement.

**PART 4** Personal Statement *continued*

Lined area for continuing the personal statement.

**Additional Information**

Please provide information which is relevant to the application but not yet covered elsewhere.

Lined area for providing additional information.

Signed

Date

**PART 5 Application details**

Application for the post of

Reference number

How did you find out about the vacancy?

**PART 6 Personal details**

Title (eg Mr/Mrs/Miss/Ms)

Surname

Surname at birth (if different)

Other names

National Insurance (NI) number  Place of birth

Current home address or address where we can contact you

Telephone number  Mobile number

If you are happy for us to communicate with you via email during the recruitment process please provide your email address

**PART 7 Nationality**

Present nationality  Nationality at birth

Place of birth (country)  Number of years resident in UK

Are you a British Citizen by birth, naturalisation or other? Birth  Naturalisation  Other

Please give your naturalisation/other registration number (you will be asked to provide proof of the above should you be invited for interview)

Are you free of immigration control? Yes  No

If no, please state reasons

Are you free to live and work in this country? Yes  No

**PART 8**      **References** *(Please provide both work references and a character reference)*

**1 Current Employer**      May we contact your current employer now?    Yes                       No

|               |                      |                  |                      |
|---------------|----------------------|------------------|----------------------|
| Name          | <input type="text"/> | Telephone number | <input type="text"/> |
| Address       | <input type="text"/> |                  |                      |
| Email address | <input type="text"/> |                  |                      |
| Relationship  | <input type="text"/> | Length known     | <input type="text"/> |

**2 Past Employer**

|               |                      |                  |                      |
|---------------|----------------------|------------------|----------------------|
| Name          | <input type="text"/> | Telephone number | <input type="text"/> |
| Address       | <input type="text"/> |                  |                      |
| Email address | <input type="text"/> |                  |                      |
| Relationship  | <input type="text"/> | Length known     | <input type="text"/> |

**3 Character/Personal** *(this person must be someone who knows you well but is not a relative or friend)*

|               |                      |                  |                      |
|---------------|----------------------|------------------|----------------------|
| Name          | <input type="text"/> | Telephone number | <input type="text"/> |
| Address       | <input type="text"/> |                  |                      |
| Email address | <input type="text"/> |                  |                      |
| Relationship  | <input type="text"/> | Length known     | <input type="text"/> |

**Please note: where relevant references must cover at least 5 years recent employment**

**PART 9**      **Type of employment applied for**

**Type of employment applied for**

Are you available      Full time       Part time       Job share

Days available      Mon-Fri       Two days       Three days

Notice period required (if applicable)       Please state preferred days/hours

**PART 10**      **Applicants declaration**

Companies House has to interpret strictly and impartially the eligibility criteria regarding nationality and qualifications. However we cannot undertake to investigate the eligibility of every candidate before the selection process is completed. Please satisfy yourself of the eligibility before submitting your application.

If you give any information which you know to be false or if you withhold relevant information, you may render yourself liable to disqualification, or if appointed, dismissal.

I certify that the information is true and complete and that I am at least 16 years of age.

|        |                      |      |                      |
|--------|----------------------|------|----------------------|
| Signed | <input type="text"/> | Date | <input type="text"/> |
|--------|----------------------|------|----------------------|