

Information Technology Officer (ITO) Post

Candidate No.:

APPLICATION FORM:

PLEASE COMPLETE AND RETURN TO:

rECOrd - (ITO) APPLICATION
 c/o 4 Priory Close
 Halton
 Runcorn
 Cheshire
 WA7 2BN

CLOSING DATE: 22nd January 2001

NOTES:

- Refer to the guidelines on how to complete this form
- Do not attach a CV as it will not be considered
- Complete in black pen or typescript for copying purposes
- Answer all the questions

1. PERSONAL DETAILS:

SURNAME:

INITIALS:

ADDRESS:

.....

 **PostCode:**

TELEPHONE No's:

Home:

Daytime:

(If Appropriate)

2. PRESENT or MOST RECENT EMPLOYMENT:

EMPLOYER's NAME and ADDRESS:

.....

PostCode **Tel.No.:**

POST HELD:

DATES of COMMENCEMENT and LEAVING

PERIOD of NOTICE REQUIRED:

Please give a brief description of the duties and responsibilities:

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3. PREVIOUS EMPLOYMENT:

FROM: MONTH / YEAR	TO: MONTH / YEAR	EMPLOYER	POSITION

4. TRAINING UNDERTAKEN/RELEVANT QUALIFICATIONS:

DESCRIPTION OF COURSE(S) UNDERTAKEN AND RELEVANT QUALIFICATIONS OBTAINED: (INCLUDING SPECIALIST IN-HOUSE TRAINING, SHORT COURSES, ETC.)	DATES:

5. CRIMINAL RECORD:

PLEASE GIVE DETAILS OF ANY UNSPENT CRIMINAL OFFENCES IN ACCORDANCE WITH THE REHABILITATION OF OFFENDERS ACT (EXCEPTIONS) ORDER 1975 AND / OR (NORTHERN IRELAND) 1979.

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6. REFERENCES:

Please give details of two people, not related to you, who may be approached for references as to your suitability for the post. One should be your present employer (last employer if not currently employed). The second should be someone who is able to comment on your work abilities.

(1) Name: **(2) Name:**

Address: **Address:**

.....

.....

PostCode: **PostCode:**

Position: **Position:**

Telephone No.: **Telephone No.:**

DO YOU HAVE ANY OBJECTIONS TO REFERENCES BEING SOUGHT PRIOR TO INTERVIEW ? YES NO

7. ADDITIONAL INFORMATION:

Before completing this section, please read the attached Job Specification, Person Specification and Guidance Notes carefully. Use the requirements listed in the person specification as headings (e.g. Area A Experience; Area B Knowledge; Area C Skills; Area D Personal Qualities) and demonstrate how you meet the requirements by giving relevant details of your experience, skills and knowledge gained in employment or elsewhere (Continue on the back page and attach one additional sheet if required).

I CONFIRM THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION GIVEN ON THIS FORM IS CORRECT.

Signature: Date: