

Institute of Revenues Rating and Valuation



Apprenticeship and Training Officer – Application Form



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INSTITUTE OF REVENUES
RATING & VALUATION

Apprenticeship and Training Officer – Job Application Form

Before completing this form, please read the accompanying guidance notes. Please write clearly in black ink or type.

Confidential

1. Personal Details (Block Capitals Please)

Surname:

Initials:

Former surnames if different:

Preferred Name or Title (Optional):

Address:

Town:

Post Code:

E-Mail address:

Tel No (mobile):

Tel No (home):

Tel No (business):

Nat. Insurance No:

Nationality:

If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit.

Do you need a work permit to be employed in the UK?:

☐ Yes ☐ No

If you already have a work permit, when does it expire?:

Where did you learn of the post?:

2. Education and Professional Qualifications

(Original documents as proof of qualification will be required at interview)

| Secondary School / College / University | Dates | | Examinations taken | Date | Result |
|--|-------|----|--------------------|------|--------|
| | From | To | | | |
| | | | | | |
| | | | | | |
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Institute of Revenues Rating and Valuation

Professional Qualifications currently held: how obtained, grade and date:

Other relevant Educational or Training Courses, with dates:

3. Present Post

Title of Post:

Salary/Grade:

Name of Employer:

Business of Employer:

Address:

Town:

Post Code:

Date Commenced:

Date Ended (if applicable):

Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable):

Reason for leaving or wishing to leave:

Period of notice required to terminate present employment:

Please notify us of any dates you are available for interview:

4. Previous Employment

(Please use continuation sheet if necessary.)

| Name and Address of Employer | Position held | Reason for leaving | Final grade/salary |
|------------------------------|---------------|--------------------|--------------------|
| | | | |
| Description of Duties: | | | |
| | | | |

| Name and Address of Employer | Position held | Reason for leaving | Final grade/salary |
|------------------------------|---------------|--------------------|--------------------|
| | | | |
| Description of Duties: | | | |
| | | | |

| Name and Address of Employer | Position held | Reason for leaving | Final grade/salary |
|------------------------------|---------------|--------------------|--------------------|
| | | | |
| Description of Duties: | | | |
| | | | |

5. Relevant Skills, Abilities, Knowledge, Experience and your Reasons for Applying for this Job

6. Other Information

What activities outside work interest you? (State any positions held you consider relevant.):

Do you hold a current driving licence?:

☐ Yes ☐ No

Do you have access to a car?:

☐ Yes ☐ No

Disabilities

If selected for interview, do you require any special arrangements to be made on account of a disability?:

☐ Yes ☐ No

If “yes”, please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and fulfil our obligations under the Equality Act 2010:

Rehabilitation of Offenders Act 1974

Have you any convictions that are not spent under Rehabilitation of Offenders Act?

☐ Yes ☐ No

If Yes, please provide further details: (Spent convictions do not have to be declared)

7. References

Referee 1

| | |
|----------------------|----------------------|
| Title (Mr, Mrs etc): | <input type="text"/> |
| Full Name: | <input type="text"/> |
| Job Title: | <input type="text"/> |
| Organisation: | <input type="text"/> |
| Address: | <input type="text"/> |
| Town | <input type="text"/> |
| Post Code | <input type="text"/> |
| Tel No: | <input type="text"/> |
| E-mail address: | <input type="text"/> |

Please state if we may obtain this reference prior to interview:

☐ Yes ☐ No

Referee 2

| | |
|----------------------|----------------------|
| Title (Mr, Mrs etc): | <input type="text"/> |
| Full Name: | <input type="text"/> |
| Job Title: | <input type="text"/> |
| Organisation: | <input type="text"/> |
| Address: | <input type="text"/> |
| Town | <input type="text"/> |
| Post Code | <input type="text"/> |
| Tel No: | <input type="text"/> |
| E-mail address: | <input type="text"/> |

Please state if we may obtain this reference prior to interview:

☐ Yes ☐ No

8. Declaration

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

Signature:

Date:

Name:

The information provided by you on this form may be processed for purposes permitted by the General Data Protection Regulation. You have, on written request, the right of access to personal data held about you. The company treats personal data collected during the recruitment process in accordance with our Data Protection Policy.