Thank you for your interest in working with BPA Quality. Please complete the following application form. If the information is already available on your CV or cover letter, feel free to reference it instead of duplicating the details.

**Personal Information**

|  |  |
| --- | --- |
| Position applied for: |  |
| Title: |  |
| Name: |  |
| Address: |  |
| Contact number: |  |
| Email address: |  |
| Do you have a current right to work in the UK? |  |
| If no, please provide details: |  |

**Employment History**

Please provide details of employment over the last 5 years, starting with your current or most recent employer. Please feel free to skip this part if you are providing a CV that covers this already.

|  |  |  |
| --- | --- | --- |
| Name and address of employer(s) | Job Title and Main Duties | Date of Leaving and Reason for Leaving |
|  |  |  |
|  |  |  |
|  |  |  |

**Relevant Experience, Qualifications and Training**

Please use this section to add any additional information in support of your application.

|  |
| --- |
| Please tell us about any knowledge, skills, experience or personal attributes you have which you believe are relevant to the role and will support your application |
|  |
| Please include any qualifications or training you have undertaken that you consider relevant to the role you have applied for: |
|  |
| Languages Spoken (including level of competency) |
|  |
| Is there anything else you would like to add in support of your application? |
|  |

|  |  |  |
| --- | --- | --- |
| If you were successful in your application, how much notice would you be required to give your current employer? | |  |
| Please confirm the dates of any holiday you already have booked in the next 12 months |  | |

Equal Opportunities

BPA Quality are an Equal Opportunities Employer, committed to providing equal employment opportunities to all individuals and ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender identity, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

We would like to ask you to take a few minutes to complete our [Equal Opportunity Monitoring Form](https://forms.office.com/Pages/ResponsePage.aspx?id=9ll58OvJ8ky4P8iyd6dyT33UZBop4hVNvjgQVX3qAOFUQ1lKTEFQNENPUjhMT0pHT0tYTThYSVFURC4u) to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity. This form is entirely voluntary, but any data provided is anonymous and will not be identifiable in any way to you. It will be kept separate from your application and will be kept strictly confidential.

Reasonable Adjustments

We are committed to ensuring an inclusive and accessible recruitment process for all candidates. If you require any adjustments or accommodations at any stage of the recruitment process, please do not hesitate to contact our recruitment team on [recruitment@bpaquality.co.uk](mailto:recruitment@bpaquality.co.uk).

It is a personal choice to request a reasonable adjustment if you need one, but we recommend being proactive about your needs early in the process so that you can get the support you need to perform at your best.

Data Protection Statement:

BPA Corporate Facilitation Ltd, otherwise known as BPA Quality (“We “or “us”) are committed to protecting and respecting your personal data and privacy. Whenever you provide such information, we are legally obliged to use your information in line with all applicable laws concerning the protection of personal data; including the Data Protection Act 1998 (DPA) and The General Data Protection Regulation 2018 (GDPR) together, and with other subsequent laws “Data Protection Laws” or as amended.

For more information on how we use the information you have provided and our retention of your data please see our privacy notice for job applicants which is located on our [careers page](https://e8qpnr3ec27.exactdn.com/wp-content/uploads/2024/10/Recruitment-Privacy-Notice-v1.pdf).

Declaration:

As BPA Quality holds a current ISO 27001 Information Security Management System Certificate, all employees are required to undergo pre-employment security checks. If you are successful in your application, we will carry out this check as part of our recruitment process, and the offer of employment is conditional to this being acceptable.

I confirm that the above information is complete and correct and that any untrue or misleading information will give BPA Quality the right to terminate any employment offered.

I understand that any offer of employment will be subject to BPA Quality being satisfied with the results of series of relevant pre-employment checks including references, eligibility to work in the UK, criminal convictions and a probationary period.

|  |  |
| --- | --- |
| Signed By |  |
| Date |  |