



VCA APPLICATION FORM FOR EXTERNAL CANDIDATES

**Vehicle Certification Agency
1, The Eastgate Centre
Eastgate Road
Bristol BS5 6XX**

Telephone: 0117 951 5151
e-mail: general@vca.gov.uk
website: www.vca.gov.uk



1. Vacancy Details

Post:		Ref:		Location:	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		Please provide details of preferred working Pattern:			

2. Personal Details

Title:		Surname:	
Forename:		Previous Surname:	
Date of Birth:		Nationality at Birth:	
Present Nationality:			

Are the originals of your birth certificate and educational certificates readily available?

Yes No

3. Permanent Address

Address:		Address for correspondence (if different):	
Postcode:		Postcode:	
Daytime Tel. No:			

4. Disabled Applicants

VCA is an equal opportunities employer and actively encourages applications from people with disabilities. If you feel you meet the published essential criteria for the post and you have a disability you may be eligible for a guaranteed interview. Please state the nature of your disability and if you wish to be considered for a guaranteed interview.

Note: Any false declaration to obtain an interview may invalidate any contract of employment.

Nature of Disability and how it affects you:	Claim for interview: <input type="checkbox"/> Yes <input type="checkbox"/> No
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5. Educational History / Qualifications

Name and Address of School / College/Univ	Dates From / To	Subject	Qualifications

6. Training

Please give details of any apprenticeships / professional training that you have had.

Name and Address of training establishment	Dates From / To	Subjects covered

7. Professional Qualifications & Memberships

Please provide details of any professional qualifications and professional bodies of which you are a member.

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8. Driving Licence

Do you hold a full current Driving Licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Which groups does it cover?	
Have you any current endorsements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please give details:	



9. Employment History

Please complete of separate sheet if necessary.

Current and Previous employers (start with most recent)	Dates From / To	Position held and brief details of duties – (please include details of your current salary, excluding bonuses/allowances).	Reason for leaving
1.			
2.			
3.			
4.			
5.			

10. Time unaccounted for

Please give details of any time not already accounted for (including unemployment over the last 10 years)

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11. References

Please give details of two referees who have given their permission for us to approach them and who can comment on your suitability for the post and your professional ability. One should be your present / most recent employer. We will only pursue references if you are successful following interview.

Employer Reference (Current)	Employer Reference (previous)
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Employer Reference (Current)		Employer Reference (previous)	
Name:		Name:	
Job Title:		Relationship:	
Company:		Company:	
Address:		Address:	
Tel:		Tel:	



12. Aptitude for the post –

Please look at the job description and describe how you feel you meet the criteria. Please continue on a separate sheet if necessary.

13. Period of notice –

Please state the period of notice required by your employer.



14. Declaration

VCA must comply with strict rules regarding Age, Nationality and Qualifications, Please ensure you are eligible Before you apply. We may not be able to check eligibilty until After interview, when thorough checks will be carried out.

I declare that the information I have given is, to the best of my knowledge and belief, true and complete. I understand that my application may be rejected, or if I am appointed, I may be dismissed if I withhold relevant details or give false information

Data Protection Act – Only staff involved in the selection process will have access to the information contained on your application form, all the details provided will be held in the strictest confidence and held on the computer. All information held will comply with the Data Protection Act 1998.

Thank you for completing this form, please send it with the enclosed completed Equal Opportunity Monitoring and any additional information sheets, to the address at the top of the application.

