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| **Application Form C:\Users\Nargiz\Desktop\Baker Tilly Azerbaijan Woking Files\Web site update\Baker_TN.gif** |

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| --- |
| **THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.** |

|  |  |
| --- | --- |
| Job Title you are applying for: |  |
| **Job Reference Number** |  |

|  |
| --- |
| Section 1 Personal details |

|  |  |  |  |
| --- | --- | --- | --- |
| Title: |  | Last Name: |  |
| **First Name:** | |  | |

|  |  |
| --- | --- |
| Address: |  |
| **Place of Birth:** |  |
| **Date of Birth:** |  |

|  |  |
| --- | --- |
| Postcode: |  |
|  | | |
| **Home Telephone Number:** | |  |
| **Mobile Telephone Number:** | |  |
| **Alternative Telephone Number:** | |  |

|  |  |
| --- | --- |
| **E-mail address:** |  |

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| --- | --- | --- | --- | --- |
| Are you eligible to work in the Azerbaijan? | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you hold a full Azerbaijani driving licence?** | Yes |  | No |  |
|  | | | | |
| **If yes, Do you have any points or convictions etc? :** | | | | |
|  | | | | |

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| **Section 2 Rehabilitation of Offenders Act** |

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| --- | --- | --- | --- | --- |
| Have you ever been convicted of a criminal offence? | Yes |  | No |  |
| Have you any prosecutions pending? | Yes |  | No |  |

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| --- |
| If yes, please give details / dates of offence(s) and sentence: |

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| --- |
| **Section 3 - Health** |

|  |  |
| --- | --- |
| Number of days absent in the last 2 years: |  |
| Please state number of times in the last 2 years: |  |
| Are you registered disabled? | **YES**  **No** |

|  |
| --- |
| If yes please provide your disability number and details: |

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| **Disability** |
| Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”. |

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| --- | --- | --- | --- | --- |
| Do you consider yourself disabled? | Yes |  | No |  |

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| --- |
| If yes, please give details: |
|  |

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| --- |
| **Section 4 - Education** |

**Please list chronologically, starting with current or last education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date From** | **Date To** | **Name of School** | **Examinations taken and Qualifications Gained (Specify Grades)** |
|  |  |  |  |
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| **Section 5 - Employment Record** |

**Please list chronologically, starting with current or last employer**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and Address of Employer** | **Date From:** | **Date To:** | **Job Title/Job Function/ Responsibilities:** | **Salary and Reason for Leaving** |
|  |  |  |  |  |
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| **Section 5 – Other relevant experience/qualifications** |

Other relevant experience

Please give details of any additional relevant professional or other experience.

|  |  |
| --- | --- |
| Other Relevant experience | Dates/Location |
|  |  |

Other qualifications

Please give details of relevant professional qualifications in chronological order.

|  |  |
| --- | --- |
| Qualifications | Dates/Location |
|  |  |

|  |
| --- |
| Section 6 – Supporting Statement |

In support of your application, and referring to the role profile, please state succinctly, why you are suitable for this role, focusing on the skills, knowledge and experience you bring (Minimum 300 words)

|  |
| --- |
| Supporting statement |

|  |
| --- |
| **Section 6 Additional information** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | | When are you available to take up the job? |  | What length of notice must you give? |  | | Please give details of your current/most recent remuneration package including salary, pension and bonuses. Candidates will be asked for documentary evidence of this if appointed. | | |  |   **Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. (NB. References will only be taken if you commence employment with us)** |

|  |  |  |
| --- | --- | --- |
| **Reference 1** |  | **Reference 2** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Name:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Their Position (job title):** |  | **Their Position (job title):** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Relationship:** |  | **Work Relationship:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Organization:** |  | | **Organization:** |  | |
| **Dates Employed:** | **From:** | **To:** | **Dates Employed:** | **From:** | **To:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Address:** |  | **Address:** |  |
| **Postcode** |  | **Postcode** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Telephone No:** |  | **Telephone No:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **E-mail:** |  | **E-mail:** |  |

|  |
| --- |
| Please state where you saw this post advertised |
| Baker Tilly Azerbaijan colleague  Word of mouth  Speculatively browsing Baker Tilly Azerbaijan website  Press/Publication advert (please specify) ……………..  Web job advert (please specify) ………………  Job announcement web site (please specify) ……………………  Recruitment Agency (please specify) ……………………  Other (please specify) …………………… |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Section 7 Declaration** | | | | | |
| **I confirm that the information provided in this application and within my Curriculum Vitae is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the Azerbaijan and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.** | | | | | |
|  | Signed: |  | **Date:** |  |  |
| Baker Tilly Azerbaijan undertakes that it will treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Azerbaijan Republic`s Constitution. After initial assessment, Baker Tilly Azerbaijan may keep your details on file pending suitable opportunities that may arise in the future. Please tick if you do not wish us to hold your details. | | | | | |