



APPLICATION FORM

OFFICE USE

Date Acknowledged

POSITION

Where did you see the job advertised

PERSONAL DETAILS

SURNAME

INITIALS

PRIVATE ADDRESS

POSTCODE

EMAIL ADDRESS

HOME TEL

MOBILE TEL

EMPLOYMENT RECORD Please list the names and addresses of your present and / or previous employers (most recent first) providing the information indicated.

Name and address of employer	Length of Employment (in years / months)	Job Title Key Duties and Responsibilities	Final Salary (inclusive)	Reason for leaving

EDUCATION AND QUALIFICATIONS

Please give the names and dates of schools and further / higher education establishments attended since age 11, and give details of all public examinations passed / qualifications gained. Also include qualifications gained independently through private study.

Establishment attended (state whether school, college, etc)	Qualifications gained / Examinations passed (you will be required to produce certificates for qualifications deemed to be essential in the job specification if appointed)

Please provide details of any other training you have undertaken that is relevant to this application including vocational and non-qualification courses.

Membership of Professional Body.

Please state any professional bodies or institutions to which you belong together with the grades of membership and date of election.

GENERAL INFORMATION

Date available for employment or period of notice you are required to give:

Are any of your close relatives Trustees or employees of the Trust?

Yes No

If **YES** please give details:

Have you previously applied for employment with the Trust?

Yes No

If **YES** please state for which job and approximate date:

Have you ever been convicted of a criminal offence?

Yes No

If **YES**, please give full details on a separate form. A criminal record is not necessarily a bar to obtaining a job offer. You need not include motoring convictions unless your driving license has been withdrawn as a result, and you need not include convictions which are "spent" under the Rehabilitation of Offenders Act, 1974. If you are applying for a job which has substantial access to children (as indicated in the job advertisement or support recruitment literature) a Disclosure and Barring Service check will be requested and you will have to declare all convictions.

REFERENCES

Any offer of employment will be subject to our receipt of references satisfactory to us, normally from your present and / or most recent previous employer. Please give details below of the appropriate person we can contact for a confidential assessment of your suitability for this position. *Also, please indicate at what stage of the process we may approach your referees.* (Please be aware that we will be asking your referees about your attendance and sickness absence record).

Present / Most Recent Employer

Second Referee

(Preferably a previous employer)

Referee _____

Referee _____

Job Title / Relationship _____

Job Title / Relationship _____

Company (if applicable) _____

Company (if applicable) _____

Address _____

Address _____

Email _____

Email _____

Tel. No. _____

Tel. No. _____

Contact Now

Contact Now

On being shortlisted
for interview

On being shortlisted
for interview

On being offered post
(select as appropriate)

On being offered post
(select as appropriate)

SUPPORTING INFORMATION

With reference to the Person Specification, please explain how you meet the essential criteria specified and give your reasons for applying for this post. Highlight any experience, skills or qualifications that you think may support your application and any information of which we should be aware when considering you for employment. If you are currently employed please state why you wish to leave your present position.

Please give details of any special responsibilities or achievements in your present or most recent employment which might be relevant to this application. School and college leavers should provide details of achievements during their academic careers. Those returning from a career break may wish to highlight any relevant unpaid activities that they have undertaken whilst not employed.

(continue your answers to the questions on this page on a supplementary sheet if necessary)

DECLARATION

To the best of my knowledge and belief the above statements are true and I understand that withholding or mis-stating the facts called for above may be the cause for refusal or termination of employment with the Trust. I also understand that no offer of employment made to me will be binding unless confirmed in writing and that any offer will be subject to the Trust's satisfaction with medical reports and references. I confirm that I am legally entitled to be employed in the United Kingdom and am aged 16 or above.

Signed: _____ Date: _____