



Application Form

You must complete all sections of the Application Form in black ink or electronically. We will use this form to help us decide on your suitability for the post so please make sure it is accurate and complete.

Position applied for:	Closing date:
-----------------------	---------------

Where did you first learn of this vacancy?

Personal Details and Contact Details

Title:	Surname:	Forenames (in full):
--------	----------	----------------------

Please also provide details of any former names (if applicable)

Home Address:	Daytime Telephone No:	
	Evening Telephone No:	
	Mobile No:	
	National Insurance No:	
Post Code:		e-mail:

Entitlement to work in the UK

All applicants will be asked at interview to provide documentary evidence of their right to work in the UK – do you have any restrictions that apply to you? **Yes*** **no**

*If yes – please give details of any restrictions:

References

Please provide details of two referees who can comment on your suitability for this post. The referee must be a line manager or supervisor. References from relatives or people who only know you as a friend are not acceptable. If you do not wish us to contact a referee prior to interview, then please tick the appropriate box and use a separate sheet to explain why. If you have not worked previously, then please give details of a school/college/university official.

Referee 1 (current or most recent employer) <input type="checkbox"/>	Referee 2 <input type="checkbox"/>
Name:	Name:
Relationship to applicant:	Relationship to applicant:
Position:	Position:
Employer/University/College Name:	Employer/University/College Name:
Address:	Address:
Post Code:	Post Code:
Telephone No:	Telephone No:

E-mail:		E-mail:	
---------	--	---------	--

Current Employment (or last employment if not currently employed)

Employer Name:			
Employer Address:			
Post Title:			
Start date (dd/mm/yyyy):		End date (dd/mm/yyyy): (if applicable)	
Please give a brief description of current duties, responsibilities and achievements:			
Reason for leaving this post:			
What is your contractual period of notice?		Current Salary:	

Previous Employment (please list all your employment history and continue on an additional sheet if necessary)

Name and address of Employer	Job Title	Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)	Reason for Leaving

--	--	--	--	--

Gaps in Employment

Please indicate and explain any gaps in employment since first leaving secondary education. Include specific dates and be sure to account for all gaps, whatever their length.

Dates from:	Dates to:	Reason for gap

Education

If the post requires a particular qualification, you will be asked to produce original evidence at your interview if shortlisted.

Secondary and Further Education (please list in chronological order)	Level	Subjects	Grade/ Result	Year Obtained

Other training and development (including professional, vocational or job related training)

Title and brief description of course	Date

Membership of Professional Associations or Statutory Body

Organisation Name	Level of Membership/Role/Registration No. (if applicable)	Registration Date

Are you subject to any conditions or prohibitions placed on you by any statutory body in the UK. *If Yes – please provide details in a sealed envelope and attach with this form	Yes*		No	
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------	--	----	--

Reasons for applying for this post

This section is the most vital part of the form. We need you to give us specific information to support your application so that we can shortlist in a fair and unbiased way. We recommend that you provide as much evidence as possible to show how your skills, abilities, knowledge and experience meet the selection criteria in the post description and person specification (where provided). These documents describe the essential experience and knowledge required for the post and may include competencies required. Please provide examples which relate directly to the post you are applying for:

Please use additional sheets (if necessary) and attach to this form

Additional Information

Are you licensed to drive any of the following?	Private Car		Motor Bike		PCV		Other (give details)			
Please confirm whether this will be your only employment?							Yes		No*	
* If no, provide details including days and hours worked and whether full- or part-time:										
Have you been the subject of a formal disciplinary sanction or are you in the process of ongoing disciplinary proceedings in your current employment?							Yes *		No	
Have you been dismissed from any previous employment?							Yes *		No	

* If yes, please indicate which employment and specify the reasons for your dismissal (use a separate sheet if necessary):

If you are short-listed for interview the panel will discuss this with you and your current or previous employers.

Please note the following:

If you are related to anyone in this organisation please provide details (refer to notes below):

Declaration under the Protection of Freedoms Act 2012

The post for which you are applying is a 'regulated activity' within the meaning of Part 5 Chapter 1 of the Protection of Freedoms Act 2012 and it is a **criminal offence** for a 'barred person' to apply to work in a regulated activity. If you are a barred person you **must not** proceed with this job application.

If your application is successful you will be required to co-operate with us in obtaining a disclosure of criminal convictions and in checking your barred status with the Disclosure and Barring Service.

Safeguarding Declaration

Declaration

Are you a barred person? Answer "Yes" or "No" _____

Do you have any outstanding safeguarding investigations or suspensions, criminal prosecutions or convictions that might lead to your being barred from working on child-orientated premises (e.g. schools), with children or with protected adults?

Answer "Yes" or "No" _____ If "Yes", give full details:

Do you have any convictions, cautions, reprimands or final warnings that would not be filtered in line with current guidance? See <https://www.gov.uk/tell-employer-or-college-about-criminal-record> for further guidance on how filtering applies.

Answer "Yes" or "No" _____ If "Yes", give full details

Surname (print) _____

Forenames (print) _____

If you have previously had any other surname(s) or forename(s), you must declare all of them below and state the date of each change and the reason.

Signed _____ Date _____

Registration/PIN number (if applicable) _____

Privacy Notice

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject "Data Protection Request".

General Declaration

The information I have provided is true. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.

Signed:

Print Name:

Date:

Availability:

Are there any dates when you are not available for interview?

PLEASE RETURN THIS FORM TO: