

# Application form

Please read these notes carefully before completing the application form.

You may, should you wish, attach your CV to your application but you should be aware that **it will not be used during shortlisting** so please ensure that all sections of the application form are completed fully.

With this application form you should also receive a job information pack. The job information pack contains a job description and a person specification which describe what the job involves and detail the skills needed to do it well. You should use the application form to showcase your experiences and skills so that the recruitment panel can assess how closely you match the job description and person specification documents.

Please note:

- As you type into the shaded grey area in each section the boxes will expand as required.
- Your personal information will be removed by HR and will not be sent to the recruitment panel.
- References cannot be accepted from relatives or friends.
- At least one referee must be from your most recent employment.

## **DATA PROTECTION STATEMENT**

The information that you provide on this form will be used to process your application for employment and this information is processed in line with our privacy policy. If you succeed in your application and you are offered a position with us the information will be used in the administration of your employment with us. By signing this application form we assume that you agree to the processing of your personal data in accordance with our privacy policy.

For Office Use Only	
Date Application Received:	
Application Reference:	
Reasonable Adjustments:	
Shortlisted:	
Appointed:	
Start Date:	

## I. PERSONAL DETAILS – CONFIDENTIAL

This page will be held by HR and removed before the rest of the form is circulated to the recruitment panel. Items marked with \* must be completed.

Post applied for:

Where did you hear about the post?

Title:

Surname:

First name(s):

Address: (Block letters)

Post Code:

Mobile telephone number:

E-mail address:

National Insurance Number:

WORK PERMIT\*: Please be aware that under Section 8 of the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of their employable status before we can confirm any offer of appointment (e.g., Passport or birth certificate.)

Are there any restrictions on your right to work in the UK? Yes  No

If yes, please state restrictions and the expiry date of any permissions.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Do you have any Criminal Convictions not 'spent' under the Rehabilitation of Offenders Act 1974?

Yes  No

If yes, please supply further details:

To assist us to monitor and evaluate the delivery of our vision for diversity and equality we would appreciate it if you would complete the separate equality and diversity monitoring form. This is not a mandatory requirement. The information provided will be used for statistical purposes only and your assistance in completing the questionnaire is appreciated.

**2. EMPLOYMENT HISTORY**

List all previous employments starting with your present or most recent appointment first.  
*Please account for any gaps in employment.*

Name and Full Address of Employer:	Position Held and a Concise Overview of Responsibilities and Duties:	Dates of Employment:	Reason for Leaving:

**3. EDUCATION, TRAINING AND COURSES ATTENDED**

Please look at the Essential and Desirable requirements in the Education and Training Section of the Person Specification and list details which you consider to be relevant. Please be precise about awarding bodies, grades, types of membership and dates.

Qualification/Training Course:	Date Obtained:	Grade and Membership Number:

**4. KNOWLEDGE, SKILLS, AND EXPERIENCE**

Use this section to demonstrate how you feel you meet the Essential and Desirable requirements of the Special Knowledge & Skills section in the Person Specification Document. Please be specific in your answers and include examples remembering that the recruitment team are not able to make assumptions and are not permitted to 'read between the lines'.

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**5. PROVEN ABILITY**

Use this section to demonstrate how you feel you meet the Essential and Desirable requirements of the Proven Ability section of the Person Specification Document. Please be specific in your answers and include examples remembering that the recruitment team are not able to make assumptions and are not permitted to 'read between the lines'.

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**6. ANY OTHER INFORMATION**

We positively encourage you to use this space to give the recruitment team additional information that you feel supports your application. This is your opportunity to write freely

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**7. REFERENCES**

Please give the names, postal & email addresses, and direct contact telephone numbers of at least two referees who can broadly represent your professional work. One of these should be your current or most recent employer.

## REFERENCE 1.

Referee Name:

Referee Position:

Their Relationship To You:

Organisation Name:

Organisation Address:

Referee Email Address:

Referee Telephone Number:

## REFERENCE 2.

Name:

Position:

Their Relationship To You:

Organisation Name:

Organisation Address:

Referee Email Address:

Referee Telephone Number:

## CONSENT

I give my consent to references being sought in conjunction with my application for employment once a conditional offer of employment have been made and accepted by me in writing:

Yes  No

I declare that the information contained in this form is true and accurate.

I understand that if it is subsequently discovered that any statement is false or misleading, I may be dismissed from employment.

I understand that any offer of employment is subject to the employer's satisfaction with the results of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period, and a medical report (in line with the operation of the Equality Act 2010).

Signature:

Date: