

Application Form

Please read these notes carefully before completing the application form. You may 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 that you will need 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:

- References cannot be accepted from relatives or friends
- At least one reference must be from your most recent employment
- Your personal information will be removed and will not be seen by the recruitment panel

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 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.

Internal Use Only:

Date Application Received:	
Application Reference:	
Reasonable Adjustments:	
Shortlisted:	
Appointed:	
Start Date:	

Section 1: Personal Details – Confidential

Post applied for:

Where did you hear about the post?

Title:

Surname:

First name(s):

Address: (Block letters)

Post Code:

Telephone number:

E-mail address:

National Insurance Number:

Offers of employment are conditional on you demonstrating the right to live and work within the UK as required by the Immigration Asylum and Nationality Act 2006. You will be asked to provide proof of identity and status before any offer of appointment can be confirmed to you. 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, certain convictions and cautions are considered 'protected'. This means 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:

Section 2: Employment History

List previous employments starting with your present position or most recent first and account for any employment gaps.

Employer Details:

Position/Duties:

Dates:

Section 3: Education, Training and Courses Attended

Considering the Essential and Desirable requirements in the Education and Training Section of the Person Specification, list details that you consider to be relevant.

Qualification/Course:

Date Obtained:

Grade/Number:

Section 4: Knowledge, Skills and Experience

Demonstrate how you meet the Essential and Desirable requirements of the Knowledge, Skills and Experience Section of the Person Specification. Remember: the recruitment team cannot make assumptions so you should be specific in your answers.

Section 5: Proven Ability

Demonstrate how you meet the Essential and Desirable requirements of the Proven Ability Section of the Person Specification. Remember: the recruitment team cannot make assumptions so you should be specific in your answers.

Section 6: Any Other Information

You are encouraged to use this space to give additional information that supports your application. This is your opportunity to write freely.

Section 7: References

Provide the name, email and direct contact number for two referees who are able to represent your professional work. One should be from your most recent employer.

Reference 1

Name:

Position/Job Title:

Their relationship to you:

Organisation Name:

Email Address:

Telephone Number:

Reference 2

Name:

Position/Job Title:

Their relationship to you:

Organisation Name:

Email Address:

Telephone Number:

Consent

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

Yes No

I confirm that the information I have written in this form is true and accurate. If it is later discovered that any statement is false or misleading any offer may be revoked.

I understand 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, convictions, probationary period, and a medical report (in line with the Equality Act 2010).

Signature

Date