### JOB APPLICATION FORM

Please complete this form in full. If you need any assistance, please contact hr@smallpeicetrust.org.uk

|  |  |
| --- | --- |
| Job Ref. No. |  |
| Position applied for |  |
| Location |  |
| How did you first learn of this vacancy? |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SECTION A – Personal Information: | | | | | | | | |
| **Title:** | **Surname:** | | | **First Name:** | | | | |
| **Address:** | | | | | **Postcode:** | | | |
| **Email Address:** | | | | | **Phone number:** | | | |
| Do you hold a current, valid driving licence? | | | Yes | | |  | No |  |
| If yes, what type? | | | Full | | |  | Provisional |  |
| If yes, do you have any current endorsements? | | | Yes | | |  | No |  |
| If yes, please give details of any current endorsements: | |  | | | | | | |

|  |  |  |
| --- | --- | --- |
| **SECTION B – QUALIFICATIONS RELEVANT TO THIS APPLICATION**  Please provide details, including technical and/or professional *(note that these may be verified on appointment)* | | |
| Institution | Dates | Qualifications Gained |
|  |  |  |
| **Current membership of any professional or technical organisations.**  Please provide details *(note that these may be verified on appointment)* | | |
|  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SECTION C – EMPLOYMENT HISTORY Please give details of all jobs held, including part-time and unpaid work, starting with your current or most recent employer | | | | |
| Employer | Job title /Key achievements & areas of responsibility | | Dates in post (mm/yy – mm/yy) | Reasons for leaving /  Final salary in role |
|  |  | |  |  |
| Please use the space below to explain any gaps in employment | | | | |
| Dates  (mm/yy – mm/yy) | | Reason for gap in employment | | |
|  | |  | | |

|  |
| --- |
| SECTION D – RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE You should outline below how your skills, knowledge and experience meet the requirements of the Person Specification. You may draw on past employment and/or out of work activities. |
|  |

|  |
| --- |
| **SECTION E – WHY ARE YOU INTERESTED IN APPLYING FOR THIS POST?**  Please explain below why you are interested in this post. |
|  |

|  |
| --- |
| SECTION F –Length of notice |
|  |
| SECTION G – **Salary expectations** |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Interview arrangements and availability**  If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process. | | | | |
|  | | | | |
| **Right to work in the UK** | | | | |
| Do you need a work permit to work in the UK? | Yes |  | No |  |

|  |  |  |
| --- | --- | --- |
| **SECTION G - References**  Suitable referees include current and previous employers, lecturers (if a recent graduate) or members of other professional bodies. Please do not provide friends and family as referees. | | |
| Referee 1 (should be current employer if possible) | | |
| Name: |  |
| Phone number: |  |
| Email address: |  |
| Relationship to you: |  |
| Referee 2 | | |
| Name: |  |
| Phone number: |  |
| Email address: |  |
| Relationship to you: |  |

|  |  |
| --- | --- |
| Declaration: The information on this form will be used for recruitment and selection purposes only and if your application is successful, it will form part of your employment record. All unsuccessful applications will be destroyed twelve months after the closing date for positions advertised in Scotland, England and Wales and three years after the closing date for positions advertised in Northern Ireland.  If it is discovered that you have given any information, which you know to be false, or withhold any relevant information your application may be rejected, or any subsequent employment terminated.  I confirm that the information contained in this application form is correct. | |
| **Signature** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **For Internal applicants only:** In the event of my application being successful, I give my permission for the HR Department to approach my line manager for an internal reference. | |
| **Signature** |  |
| **Date** |  |

**Please return the completed form to:** HR@smallpeicetrust.org.uk