|  |  |
| --- | --- |
| Position Applied for |  |

|  |
| --- |
| Personal Details |
| Surname | Given Name |
| Preferred name |
| Address |
|  |
| Work Phone |
| Home Phone |
| Mobile Phone |
| Email  |
| Are you free to remain and take up employment in the UK? [ ]  Yes [ ]  No |

|  |
| --- |
| Convictions/ Disqualification |
| Upon offer of employment, we reserve the right to request a Disclosure and Barring Service (DBS) check at Standard level and this disclosure will include details of cautions, reprimands or final warnings as well as convictions.Please provide details below of any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974:  |
| Current Membership of any Professional Body/Organisation |
| Please give details: |
|  |
| Education and Qualifications |
|  |
| School | **Study Date** | **Qualifications and Grade** | **Date Obtained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |
| College/University | **Study Date** | **Qualifications and Grade** | **Date Obtained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |
| Employment History |
|  |
|  | **Details of Current Employer** |
| Name of Employer: |  |
| Address: |  |
| Postcode: |  |
| Position Held: |  |
| Description of Duties: |  |
| Date Started: |  |
| Reason for Leaving: |  |
| Salary Upon Leaving: |  |
| Notice Period: |  |
|  |
|  | **Details of Previous Employer** |
| Name of Employer: |  |
| Address: |  |
| Postcode: |  |
| Position Held: |  |
| Description of Duties: |  |
| Date Started: |  |
| Date Left: |  |
| Reason for Leaving: |  |
| Salary Upon Leaving: |  |
|  |
|  | **Details of Previous Employer** |
| Name of Employer: |  |
| Address: |  |
| Postcode: |  |
| Position Held: |  |
| Description of Duties: |  |
| Date Started: |  |
| Date Left: |  |
| Reason for Leaving: |  |
| Salary Upon Leaving: |  |
|  |
|  | **Details of Previous Employer** |
| Name of Employer: |  |
| Address: |  |
| Postcode: |  |
| Position Held: |  |
| Description of Duties: |  |
| Date Started: |  |
| Date Left: |  |
| Reason for Leaving: |  |
| Salary Upon Leaving: |  |

**Using the Job Description and Person Specification supplied for this post, please describe your relevant or transferable experience, knowledge and skills.**

***This is your opportunity to explain why you would be a good candidate. Brief or incomplete responses in this section will mean you are unlikely to be shortlisted for interview***

|  |
| --- |
| Use the following text box to describe your relevant experience and knowledge |
|  |

|  |
| --- |
| References |
| Please give the names and addresses of your two most recent employers (if applicable).  If this includes self-employment please give two other employer referees.  If you are unable to do this, please clearly outline who your referees are. We reserve the right to contact any of your other previous employers within the last three years. |
| Referee One | Name |
| Job Title | Organisation |
| Address |
| Contact Details |
| How is this person known to you?   |
| Do you wish to be consulted before this referee is approached? [ ]  Yes [ ]  No |
| Referee Two | Name |
| Job Title | Organisation |
| Address |
| Contact Details |
| How is this person known to you?   |
| Do you wish to be consulted before this referee is approached? [ ]  Yes [ ]  No |

|  |
| --- |
| Availability |
| Leave booked: |
| Minimum notice needed to work: |
| Do you have any regulations on hours you can work? |

|  |
| --- |
| Interview |
| Do you consider yourself to have a disability and be eligible to have your application considered in line with the Disability Confident scheme?  |
| Please let us know any specific requirements you will need if you are invited for interview ………… |

**Declaration**

Statement to be signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application **will not** be considered:

I understand that the information I have provided will be used only for the purposes specified in the Privacy notice, and will be stored in accordance with the provisions of Article 5 and Article 6(a) and (b) of the UK General Data Protection Regulation (2018)

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed: Date:

Completed form to be returned to: **admin@forumcio.org.uk**