

# Application for Employment



<b>1. Post applied for *</b>	
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## 2. Personal details

<b>Title*</b>					
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<b>Mr</b>		<b>Mrs</b>		<b>Ms</b>		<b>Miss</b>		<b>Other (please state)</b>	
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<b>First name(s)*</b>		<b>Surname*</b>	
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<b>Address (including postcode)*</b>	
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<b>Email address*</b> This will be used to send all future correspondence about this job	
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<b>Can we contact you by telephone?</b>		<b>Telephone number</b>	
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<b>National Insurance Number</b>		<b>Dare of birth*</b>	
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<b>Are you related to, or in a close relationship with any Trustee or anybody already employed by the Centre?</b>	
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<b>If yes, please state their position.</b>	
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<b>How did you hear about this job?</b>
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### 3. Current or most recent employment/self-employment/voluntary work (If self-employed enter the name and address of your business)

Employer's name and address including postcode	
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Job title/nature of self-employment/voluntary work	
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Current or last salary and scale		Weekly hours	
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Date started		Date of leaving (if relevant)	
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Notice required		Reason for leaving	
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Brief description of job/services provided	
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If you have more than one job, please complete the sections below.

#### Other current employment

Name and address	Date from	Date to	Job title	Weekly hours	Reason for leaving



## 4. Employment history

Please list all employment, starting with the most recent, including self-employment and periods of voluntary work since leaving full time education.

Although not all jobs you have held may seem relevant to your application, it is important for you to give as much information as you can as you may have developed transferable skills in the job which you can highlight later in your application. Also, many jobs are subject to a Disclosure and Barring Service (DBS) check and it is important to demonstrate that there are not unexplained gaps in your career,

Employer's name and address	Date from	Date to	Job title	Weekly hours	Reason for leaving

## 5. Breaks in employment history

If you have had any breaks in employment since leaving school, please give dates and details of your activities during these times e.g. unemployment, raising a family, study, foreign travel etc.

Date from	Date to	Reason for break



## 6. Secondary school education

If you are shortlisted for interview you will be asked to provide evidence of your qualifications relevant to the role. Please start with the most recent.

School(s)	Dates from	Dates to	Qualification/subject obtained and awarding body	Grade	Dates

## 7. Continuing education (University/College/Apprenticeships etc)

If you are shortlisted for interview you will be asked to provide evidence of your qualifications relevant to the role. Please start with the most recent.

Educational establishments	Dates from	Dates to	Qualification/subject obtained and awarding body	Level/Grade	Dates



## 8. Other training relevant to the job (e.g. short courses, personal development, special projects)

Date	Organising body	Brief description of course content

## 9. Supporting information

Please demonstrate how you meet the essential and desirable criteria set out in the job description and person specification. This may include examples from paid or unpaid work or activities you have undertaken in your personal life.

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## 10. References

If you are shortlisted, referees may be contacted prior to interview.

### Referee 1 details

#### Referee type

Current employer		Previous employer		Academic	
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#### Title\*

Mr		Mrs		Ms		Miss		Other (please state)	
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First name*		Surname*	
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Organisation*		Position held*	
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Address (including postcode)*			
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Telephone number*		Business email address*	
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Referee 2 details										
Referee type*										
Current/previous employer			Academic				Other (please specify)			
Title*										
Mr		Mrs		Ms		Miss		Other (please state)		
First name*							Surname*			
Organisation*							Position held*			
Address (including postcode)*										
Telephone number*							Business email address*			

11. Asylum and Immigration Act 1996		
Do you require a visa to work or study in the UK?*	Yes	No
For further information on the visa requirements to work in the UK see <a href="http://www.ukba.homeoffice.gov.uk">www.ukba.homeoffice.gov.uk</a>		

Please confirm the following statements are true by signing the box below.

- I confirm that the information provided in this application is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
- I agree that should I be successful in this application, I will, if required, apply to the Disclosure & Barring Service/Disclosure Scotland for a Disclosure & Barring Certificate. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

I have read and understand above declarations*		Yes
Signature	Date	//

Here at Eaton Vale Scour and Guide Activity Centre we take your privacy seriously and will only use your personal information for your job application. We will process this data in accordance with the requirements of the General Data Protection Regulations 2018 and in alignment with our Privacy Policy which can be found on our website.

