

**Application Form**

You must complete all sections of this form in black ink or electronically. A CV will not be accepted.

|  |
| --- |
| Position applied for: |
| Where did you first learn of this vacancy? |

# Personal Details and Contact Details

|  |  |  |  |
| --- | --- | --- | --- |
| Title: Surname: Forenames (in full): | | | |
| Please also provide details of any former names (if applicable) | | | |
| Home Address: | | Daytime Telephone No: |  |
| Evening Telephone No: |  |
| Mobile No: |  |
| National Insurance No: |  |
| Post Code: |  | E-mail: |  |

Office use only

|  |  |
| --- | --- |
| Applicant number |  |
| Date Received |  |

|  |  |
| --- | --- |
| Applicant number |  |

**Entitlement to work in the UK**

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| All applicants will be asked at interview to provide documentary evidence of their right to work in the UK – do you have any restrictions that apply to you? |

**References**

Please detail two referees who can comment on your suitability for this post. The referee must be a line manager or supervisor. If you do not wish us to contact a referee prior to interview, then please detail. If you have not worked previously, give details of references from school/college/university, etc.

|  |  |
| --- | --- |
| **Referee 1 (current/most recent employer)** | **Referee 2** |
| Name: | Name: |
| Relationship to applicant: | Relationship to applicant: |
| Position: | Position: |
| Employer/Education setting name: | Employer/Education setting name: |
| Address: | Address: |

|  |  |
| --- | --- |
| Telephone: | Telephone: |
| E-mail: | E-mail: |
| Reference prior to interview: | Reference prior to interview: |

**Current Employment** (or last employment if not currently employed)

|  |  |  |  |
| --- | --- | --- | --- |
| Employer Name: |  | | |
| Employer Address: |  | | |
| Post Title: |  | | |
| Start date (dd/mm/yyyy): |  | End date (dd/mm/yyyy):  (if applicable) |  |
| Please give a brief description of current duties, responsibilities and achievements: |  | | |
| Reason for leaving this post: |  | | |
| Contractual period of notice: |  | Current Salary: |  |

**Previous Employment** (List all employment history. Continue on an additional sheet if necessary)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer Name & Address | Job Title | Start Date (dd/mm/yyyy) | End Date (dd/mm/yyyy) | Reason for Leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Gaps in Employment

Please indicate and explain any gaps in employment since first leaving secondary education. Include specific dates and be sure to account for all gaps, whatever their length.

|  |  |  |
| --- | --- | --- |
| Dates from: | Dates to: | Reason for gap |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Education

If the post requires a particular qualification, you will be asked to produce original evidence at your interview if shortlisted.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secondary and Further Education (List in chronological order) | Level | Subjects | Grade/Result | Year Obtained |
|  |  |  |  |  |

# Other training and development (including professional, vocational or job related training)

|  |  |
| --- | --- |
| Title and brief description of course | Date |
|  |  |
|  |  |
|  |  |
|  |  |

# Your reasons for applying

Please provide up to 1 page of information about how your skills and experience suit you to the job description and role profile requirements, and your reasons for applying.

# *We operate an anonymised shortlisting process based on the specific evidence you provide of the experience, skills and attributes we are seeking. Please ensure you* provide this evidence here *and do not assume we can infer this e.g. from a previous job title.*

# Additional Information

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are you licensed to drive any of the following? | Car |  | Motor Bike |  | PCV |  | Other (give details) | |  |
| Please confirm whether this will be your only employment?  If no, provide details including days and hours worked and whether full- or part-time: | | | | | | | | | |
| Have you been the subject of a formal disciplinary sanction or are you in the process of ongoing disciplinary proceedings in your current employment? | | | | | | | |  | |
| Have you been dismissed from any previous employment? | | | | | | | |  | |
| If yes to either question, please indicate which employment and specify the reasons for proceedings or dismissal:  N/A  *If you are short-listed for interview the panel will discuss this with you and your current or previous employers.* | | | | | | | | | |
| If you are related to anyone in this organisation, please provide details (refer to notes below): | | | | | | | | | |

I understand that to knowingly give false information or to leave out any relevant information could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

This position is subject to an Enhanced DBS check and therefore, I understand that if I am selected for interview, I will be required to complete a self-declaration form. I understand I will also be required to provide data for equal opportunities monitoring purposes.

Signed: Print Name: Date:

**Please return this form to:**

Natalie Bertoncello, Mentoring Plus, Riverside Youth Hub, York Place, London Road, Bath BA1 6AE or email

[natalie.bertoncello@mentoringplus.net](mailto:natalie.bertoncello@mentoringplus.net)

**Data Protection**

In accordance with current legislation, this organisation will only use the information given on this application form to determine your suitability for this post. We will keep application forms of unsuccessful candidates securely for six months before being destroyed.