|  |  |
| --- | --- |
| |  | | --- | | Personal details | |
| Job Application Form |
| Vacancy Title: |  |
| Please tell us how you heard about this vacancy: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: |  | First Name: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Postcode: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Home Telephone No. |  | Daytime Contact No. |  |

|  |  |
| --- | --- |
| E-mail address: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Driving Licence (if relevant to post applied for)**  Do you hold a full, clean driving licence valid in the UK? | Yes | ☐ | No | ☐ |
| If no, please give details below | | | | |
| Applying for the job Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process | | | | | |
| The Role  Please highlight your skills that you feel would be relevant to the post, and tell us why you want the role. | | | | | | |
|  | | | | | | |

1. **Education/Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| School (11+) | Study Dates | Qualification  and Grade | Date Obtained |
|  |  |  |  |
| College/University | Study Dates | Qualification  and Grade | Date Obtained |
|  |  |  |  |
| Ongoing Professional Development | Study Dates | Qualification  and Grade | Date Obtained |
|  |  |  |  |

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| **Training and Development**  Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application. |

|  |  |
| --- | --- |
| Training Course | Course Details  (including length of course/nature of training) |
|  |  |

**Current Membership of any Professional Body/Organisation**

Please give details:

|  |
| --- |
| 1. **Employment History**   **Previous Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. Repeat pages where necessary. |

**Current or most recent employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  | |  |  | | --- | --- | | Postcode: |  | |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Date left: |  |

|  |  |
| --- | --- |
| Reason for leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on  leaving this post: |  | Notice Period |  |

|  |
| --- |
| Brief description of duties: |
|  | |
|  | |

**Previous employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  | |  |  | | --- | --- | | Postcode: |  | |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Date left: |  |

|  |  |
| --- | --- |
| Reason for leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on  leaving this post: |  | Notice Period |  |

|  |
| --- |
| Brief description of duties: |

1. **References**

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| --- |
| Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. |

**Reference 1 Reference 2**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name:  Job Title:  Organisation:  Address:  Contact No:  Email:  How is this person known to you:  Do you wish to be consulted before this referee is approached:   |  |  |  |  | | --- | --- | --- | --- | | Yes | ☐ | No | ☐ | | Name:  Job Title:  Organisation:  Address:  Contact No:  Email:  How is this person known to you:  Do you wish to be consulted before this referee is approached:   |  |  |  |  | | --- | --- | --- | --- | | Yes | ☐ | No | ☐ | |

**6. Availability**

Holidays Booked:

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| --- |
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Minimum notice needed to work:

|  |
| --- |
|  |

Do you have any restrictions on hours you can work:

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| --- |
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Please tell us if there are any dates when you will not be available for interview

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1. **Declaration**

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| --- |
| **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 agree that Pavilions Teignmouth CIO can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the GDPR.* ***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:** |  |
|  |
| As you will be returning this form by email, you will be asked to sign your application at interview | | | |