**APPLICATION FORM**

*(Please note section 1 will be detached from the Application form prior to shortlisting*)

|  |
| --- |
| **Application for the post (s) of:**  |

|  |
| --- |
| **Personal details:** |
| Title: | Full Name:  |
| Address:  |
| Telephone day:  | Telephone evening:  |
| Mobile:  | Email: *(Some email accounts have high security settings so to ensure we can respond to you please make sure we are on your safe senders list)* |
| Please note any dates if you are away and unavailable for interview: |
| National Insurance No:  | Country of Citizenship: |
| Are there any restrictions on you taking up work in the UK?:  |

|  |
| --- |
| **Cautions, Rehabilitation and Criminal Records** |
| Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence? (Do not include convictions which are “spent” by virtue of the provisions of the Rehabilitation of Offenders Act 1974**YES/NO** (Delete as required).If YES please give details below, or on a separate piece of paper, including date and nature of offence   |

|  |
| --- |
| **References** |
| Please provide details of two referees who can provide information relating to your competencies for this role, one of whom must be your present or most recent employer. **Please do not give two referees from the same organisation**. They must not be related to you. Referees will only be contacted if you are invited for an interview and only if you have given your permission |
| Name:  | Name:  |
| How known to you:  | How known to you:  |
| Position:  | Position:  |
| Organisation:  | Organisation (if applicable): |
| Address: Postcode:  | Address: Postcode:  |
| Tel no:  | Tel no:  |
| Email address:  | Email address: |
| May we approach prior to interview?  | May we approach prior to interview?  |
| **Declaration** |
| 1. I confirm that the information 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.
2. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act. *(Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor).*
3. I agree that should I be successful in this application, depending on the nature of the work, I may be required to apply to the Disclosure & Barring Service for an enhanced disclosure check. I understand that should I fail to do so, or if the disclosure should not be to the satisfaction of the employer, any offer of employment may be withdrawn or my employment terminated.

Signed : Date : Please return your completed form to enquiries@community-resource.org.uk with the subject line “Confidential – job application (VCST)” or by post (clearly marked “Confidential – job application (VCST)”) to:Community Resource4 The Creative QuarterShrewsbury Business ParkShrewsburySY2 6LG  |

**Section 2**

**Completing your application form**

* Please complete the application form, electronically, in full. It is an essential part of our selection process and the information you give will help us to select candidates for interview. Please note that you are not limited by the size of the answer boxes; they will expand.
* Please do not enclose a curriculum vitae (CV) as this will not be used as part of the shortlisting process.
* It is important that you complete the Personal Profile section.
* All applications received are handled in accordance with the requirements of the Data Protection Act 1998.

|  |
| --- |
| **Employment history:**Please list paid employment in Chronological order, starting with the most recent first |
| Name and location of current or most recent employer: Position Held: Salary: Brief Description of Duties: Date Employment Commenced: Period of Notice Required for Leaving:  |
| **Previous employment** |
| **Employer** | **From/To** | **Job Title & Duties** | **Reason for leaving** |
|  |  |  |  |
| **Employer** | **From/To** | **Job Title & Duties** | **Reason for leaving** |
|  |  |  |  |
| **Employer** | **From/To** | **Job Title & Duties** | **Reason for leaving** |
|  |  |  |  |
| **Employer** | **From/To** | **Job Title & Duties** | **Reason for leaving** |
|  |  |  |  |

|  |
| --- |
| **Education** Please list in chronological order, starting with the most recent first |

|  |  |  |
| --- | --- | --- |
| **Dates****attended** | **Name of School/College/University or other institution** | **Qualifications gained and grade** |
|  |  |  |
| Please use the space below to list any other relevant qualifications, voluntary work, time spent as a carer and any other activities that explain breaks in your career**Training Attended** |

|  |
| --- |
| **Personal statement**This section is the most important part of your application and will be the main basis for shortlisting, so use this space to explain why you think that you are suitable for the position(s) applied for and how you will meet our expectations. Use the job description as a guide. We are looking for the skills, experience and expertise you will bring so if you have gained knowledge or experience from outside of your paid employment, please include it here. Continue on the reverse if necessary but limit your answer to this page and two additional sides of A4. |
|  |