**Confidential**

|  |
| --- |
| **APPLICATION FOR EMPLOYMENT** |

Part 1 - Note part 1 is not shared with the selection or interview panel

**If you would prefer to share this information in another format, for example, via video/voice note or other, do get in touch with katie@fairshares.org.uk**

|  |  |
| --- | --- |
| Application reference number For internal use only |  |

|  |  |
| --- | --- |
| Please do not include a CV as shortlisting will be based on application forms and the covering letter. | |
| Title: Last Name: | |
| First Names: | |
| Address: Home Tel:  Postcode: Mobile Tel: | |
| Do you have a full driving licence? Yes ☐ No ☐  Do you have regular use of a car or are you able to travel to other locations within Gloucestershire as required? Yes ☐ No ☐  Have you ever been convicted of any criminal offence? Yes ☐ No ☐  If yes, please give details on a separate sheet. Note: please provide full details of offence and date. **An DBS check will be required for this role**.  Are you eligible to work in the UK? Yes ☐ No ☐  You will be required to provide evidence of eligibility prior to commencing any employment | |
| Please state number of days you have been absent from work due to sickness in the past twelve months |  |
| How many periods of absence does this represent? |  |
| **Please give details of two referees below** | |
| Name  Address  Tel No  Email  Can we contact this person before prior to a job offer being made? Yes/No | Name  Address  Tel No  Email  Can we contact this person before prior to a job offer being made? Yes/No |
| If selected, when could you start?  (Please give period of notice if applicable) |  |
| Do you have any holiday commitments? |  |
| How did you hear about the post? |  |

I declare that the information provided on this form is correct and includes all relevant information which may affect my suitability for employment within the Charity and I understand that my engagement and employment are dependent upon this declaration.

In accordance with the Data Protection Act 1998 I give my consent for the information contained in this form to be processed for the purposes of my recruitment and employment with Fair Shares Gloucestershire. I understand this application form will become part of my personal file and that if I am not appointed it will be stored for six months and then destroyed.

**Signature: Date:**

**Note: A typed/ Electronic facsimile name will be accepted as your signature**

**Part 2**

|  |  |
| --- | --- |
| Application reference number |  |

|  |  |
| --- | --- |
| **Educational, Technical and Professional Qualifications**  *You should give full details of all relevant educational, technical and professional qualifications, with attainment levels and subject areas clearly defined, for example:*  *Institute/professional body Qualification and attainment level*  *School/FE College/University 1st Degree Level (subject(s) & grade(s))*  *Other professional qualification*  *GCSE or equivalent (number, subject, grade)*  *A Level or equivalent (number, subject, grade)*  Continue on a separate sheet if necessary | |
| Institute/professional body | Qualification and attainment level |
|  |  |

**Details of Present or Last Employer and Previous Employers in the last 10 years :**

*You should provide details of your employment history, starting with your current or most recent employer. In completing this section, think about voluntary or unpaid work that you may have undertaken. Note your key role and key achievements/responsibilities.*

*In the final column you should note your reasons for leaving and salary on leaving or current salary.*

|  |  |  |  |
| --- | --- | --- | --- |
| Employer  (name and full address) | Jobs held/Key achievements | Date from and to | Reason for leaving and salary on leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**GENERAL**

|  |  |
| --- | --- |
| Have you ever been dismissed from employment? |  |
| Would you have to move home if offered this job? If yes please provide further details |  |
| Have you ever been convicted or cautioned for any criminal offence (other than a driving offence which did not result in a disqualification)? If yes, please give details. |  |
| What are your main interests, sports hobbies /activities ? |  |
| If offered this position, do you intend to work in any other capacity? If yes, please give details. |  |

|  |
| --- |
| **Personal Statement** You are asked to make a personal statement on this page in support of your application. The statement should give any additional relevant information and demonstrate that you have the skills, knowledge and experience for the post. |
| Maximum words: 1,000 |

**AVAILABILITY Please give details**

|  |  |
| --- | --- |
| If offered this job, when could you start? |  |
| Do you have any holiday commitments? |  |
| How did you hear about the post? |  |

**Recruitment Policy**

It is our policy to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, ethnic or national origin, religious beliefs, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability.

**DECLARATION**

**Please read this carefully, then sign and date your application**

|  |
| --- |
| I confirm that the above information is correct and understand that misleading statements may be sufficient grounds for cancelling any agreements made including withdrawing any offer made or termination of subsequent employment.  I authorise the Fair Shares to obtain references to support this application once an offer has been made and accepted and release the company and referees from any liability caused by giving and receiving information.  I also understand that questions left unanswered may be discussed at interviews arising from this application. |
| Applicant's signature:  (e signature acceptable ) |
| Date: |

The information on this form will be used for recruitment and selection purposes only and if your application is successful it will form part of your employment record. All unsuccessful applications will be destroyed six months from the closing date of the position.

**When completed please return this application form by email to katie**[**@fairshares.org.uk**](mailto:ceo@fairshares.org.uk)