

## APPLICATION FORM

- Please type or write in **black ink** so the form can be photocopied.
- Put your **name** and the **job title** at the top of any additional sheets you use.
- **Sign and date** the declaration at the back of this form.

Post applied for	
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<b>Personal details</b>	
Title	
Surname	
First names	
Have you ever used any other names? If yes, please state	

<b>Contact details</b>	
Please only give numbers and email addresses on which you are willing to be contacted.	
Telephone (mobile)	
Telephone (home)	
Email address	
Home address in full, including postcode	
Do you hold a full, valid UK driving licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Current or most recent employment</b>	
Name and address of employer	
Job title	
Current or last salary and pay	
Weekly hours	
Date started in post	
Date of leaving (if applicable)	
Reason for leaving	
Notice required in current job	
Brief description of duties	

**Employment/work experience history**

Please list employment/work experience (either paid or unpaid), since leaving full-time education starting with the most recent.

Employer / organisation name and nature of business	Dates from/to	Job title and brief description of main duties/responsibilities	Reason for leaving

**Education and qualifications**

If you are shortlisted for interview you will be asked to provide evidence of your qualifications.

Dates from/to	Educational establishment	Name of course/qualifications gained and grades

**Membership of, or registration with, professional bodies**

Name of professional body	Type of membership and validity

**Other relevant training e.g. short courses, personal development, special projects**

Dates	Organising body/project title	Brief description of skills gained

**Supporting information**

This information is used in the shortlisting of candidates for interview. Using the Essential Skills and Desirable Skills contained in the Person Specification, please give details of how your skills and experience **meet the essential and desirable criteria** of this post, ensuring that you address each of the points listed as essential. This could include relevant information regarding work experience, voluntary work or hobbies. Also include here information about **why you want the job** and anything else you wish to say. You may add one additional A4 sheet.

*Please continue on a separate sheet if necessary.*

**References**

Satisfactory references will be required before an offer of employment can be made and your permission will be sought at that stage.

Please give the names and addresses of two people who would be willing to supply a reference for you. Where possible both of these should be your two most recent employers, or if you have not worked before, please use your school teacher or college tutor. If this is not possible a suitable alternative would be a previous employer, business associate or leader of a voluntary organisation. Please do not include friends or relatives.

**Reference 1**

Full name	
Organisation	
Occupation/job title	
How do they know you?	
Telephone	
Email address	
Address, including postcode	
Can we contact before interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Reference 2**

Full name	
Organisation	
Occupation/job title	
How do they know you?	
Telephone	
Email address	
Address, including postcode	
Can we contact before interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Disclosure of criminal convictions and Rehabilitation of Offenders Act 1974**

The appointment of any member of staff who may have contact with, or access to children or vulnerable adults will be subject to the receipt of a satisfactory disclosure from the Criminal Records Bureau. The presence of a criminal record will not necessarily prevent employment with the John Peel Centre. Please make the following declaration and tick the appropriate box.

I have nothing to declare.

I have information to declare and I have attached a sealed envelope containing details.

**Arrangements for people with disabilities**

If you have a disability and have demonstrated in your supporting information that you meet the minimum (essential) criteria for the vacancy you will be invited for interview. We will make reasonable adjustments to the recruitment and selection process (and to the job for successful candidates) if you let us know what your requirements are.

Do you have a disability?  Yes  No

Are there any special facilities you would like us to provide to help you attend or  Yes  No

participate in an interview, or to perform this job? If 'yes', please give details.	Details:
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<b>Asylum and Immigration Act 1996</b>	
Do you need a Work Permit or Worker Registration Certificate to work in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Declaration</b>	
<p>I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise the John Peel Centre to make any appropriate checks which may be necessary in relation to the post I have applied for. False information, or a failure to supply the details required in this application form could make an offer of employment invalid or lead to termination of employment.</p> <p>I agree that personal data relating to me which has been or is obtained by the John Peel Centre, including personal data given by me on this form, may be held and processed either on computer or in manual records and may be disclosed to authorised employees or agents of the John Peel Centre and used by the John Peel Centre for any purpose relating to my application and prospective recruitment and employment.</p>	
Signature	
Date	