**APPLICATION FORM**

**Please complete the application form and return it as a Word doc by email only to Jenny Smith:** [**jenny@saverauk.co.uk**](mailto:jenny@saverauk.co.uk)

*If you have any questions, please email the address above.*

|  |  |
| --- | --- |
| **Post Title** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | | |
| **First Name** |  | | |
| **Title** |  | **UK National Insurance No** |  |
| **Address** |  | | |
| **Postcode** |  | | |
| **Home Telephone** |  | **Mobile** |  |
| **Work Telephone** |  | **May we contact you at work** |  |
| **Email Address** |  | | |
| **If you are not an EU national, do you have permission to work in the UK? If so, please supply details of any permit currently held including number, validity and expiry date** | | | |
|  | | | |

**Rehabilitation of offenders Act**

Applicants are not entitled to withhold any information about conviction which for other purposes are “Spent” under the provision of the Act 1974 and in the event of employment, any failure to disclose such conviction could result in dismissal or disciplinary action by the employing organisation. Any information given will be confidential and will be considered. Only relevant convictions and information will be taken into account and convictions will not necessarily bar applicants from the position

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| --- | --- |
| **Please note any criminal convictions, except those spent under the Rehabilitation of Offenders Act 1974. If none, please state. If YES please give details** |  |
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**Conflict of Interest**

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| --- |
| **Please declare any family/personal relationship with members of staff currently working within the organisation where you are applying for employment.** |
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|  |  |
| --- | --- |
| **Please state where did you found this vacancy?** |  |

**Application for Employment**

**Present/Most Recent Employer**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer Name** |  | | | |
| **Address** |  | | | |
| **Start Date** |  | | **End Date** |  |
| **Grade/Salary** |  | | | |
| **Reporting to** |  | **Notice Period** | |  |
| **Reason for leaving (if applicable)** | | | | |
|  | | | | |
| **Description of your duties and responsibilities** | | | | |
|  | | | | |

**Education & Professional Qualifications**

**Include in this section all the relevant qualification,**

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| --- | --- | --- | --- |
| **Subject/Qualification** | **Place of Study** | **Grade/ Result** | **Year/dated completed** |
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**Training Courses attended**

*(only those relevant to post)*

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| --- | --- | --- | --- |
| **Course Title** | **Training Provider** | **Duration** | **Date completed** |
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**Previous Employment**

**Please record below the details of your employment beginning with the most recent/current. Please explain any gaps in employment in the ‘Supporting Information’ section below. Please add additional employers/information on a separate sheet if required.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer Name (1)** |  | | |
| **Address** |  | | |
| **Job Title** |  | **Grade/Salary** |  |
| **From Date** |  | **To Date** |  |
| **Reason for leaving** | | | |
|  | | | |
| **Description of your duties and responsibilities** | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer Name (2)** |  | | |
| **Address** |  | | |
| **Job Title** |  | **Grade/Salary** |  |
| **From Date** |  | **To Date** |  |
| **Reason for leaving** | | | |
|  | | | |
| **Description of your duties and responsibilities** | | | |
|  | | | |

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| --- | --- | --- | --- |
| **Employer Name (3)** |  | | |
| **Address** |  | | |
| **Job Title** |  | **Grade/Salary** |  |
| **From Date** |  | **To Date** |  |
| **Reason for leaving** | | | |
|  | | | |
| **Description of your duties and responsibilities** | | | |
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**Supporting Information**

In this section please give your reasons for applying for this post and any additional information which shows how you match the personal specification for the post. This can include relevant experience, skills, knowledge, voluntary activities, and training etc.

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| **Supporting information (please continue on one additional sheet if required)** |
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**Additional Personal Information**

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| --- | --- |
| **Do you have a valid driving license for the UK?** | **Yes NO** |
| **Do you have access to a vehicle that can be used for work purposes?** | **Yes NO** |

**References:**

Please give the names of the people who have agreed to supply references. For all positions you must provide two references. If you are, or have been employed, these should be your recent employer. These may include your line manager or someone in a position of responsibility who can comment on your work experience, competence, personal qualities and suitability of the post. Please note that personal references such as friends and relatives are not acceptable. For all posts written references obtained must cover the preceding three years of employment. All references will be approached prior to interview unless you indicate otherwise.

**Referee (1)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Surname/Family name** |  | | **First Name** |  | |
| **Job Title** |  | | | | |
| **Address** |  | | | | |
| **Post Code** |  | **Country** | | |  |
| **Telephone** |  | **Mobile** | | |  |
| **Emails** |  | | | | |
| **Relationship** |  | **Can the referee be contacted prior to interview** | | | **Yes No** |

**Referee (2)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Surname/Family name** |  | | **First Name** |  | |
| **Job Title** |  | | | | |
| **Address** |  | | | | |
| **Post Code** |  | **Country** | | |  |
| **Telephone** |  | **Mobile** | | |  |
| **Emails** |  | | | | |
| **Relationship** |  | **Can the referee be contacted prior to interview** | | | **Yes No** |

**Declarations**

**The information that you supply in your application is confidential. It will be used in the recruitment and selection procedure and for equal opportunities monitoring purposes. If you are successful, it will also form the basis of your personal file. If you are not successful, your details will be kept for six months and then destroyed.**

* **I understand that the information on my job application form may be held on manual or computer systems.**
* **I confirm that all the information I have supplied in this form is, to the best of my knowledge, correct.**
* **I further confirm that there are no matters, which could affect my application, which I have not declared, including my fitness to undertake the role.**
* **I understand that providing false information may lead to withdrawal of any offer of employment or termination of future employment.**

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| --- | --- | --- | --- |
| **I agree to the above declaration** | | | |
| **Signature** |  | | |
| **Name** |  | **Date** |  |