**APPLICATION FORM**

Please complete this Application Form electronically, if possible. The accompanying guidance notes should be read carefully before completing as well as our Privacy Notice for job applicants.

Page 1 will be detached during the short-listing process, and the information will not be used for selecting applicants to interview.

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| 1. **Job Details** |
| Job Applied for: |
| 1. **Personal Details** |
| **Surname:** **First Name:** |
| **Address:** |
| **Postcode:** |
| **Home telephone:**  **Mobile Telephone:** |
| **Email address:** |
| Are you entitled to work in the United Kingdom? Yes  No  (Please note if you are invited to interview, you will be asked to produce supporting evidence. See the Guidance Notes for further details) |
| 1. **Job Sharing** |
| Are you applying for the post on a job sharing basis? Yes  No |
| 1. **Rehabilitation of Offenders Act 1974** |
| The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended applies to some posts within Wiltshire CIL. Successful applicants for specific posts identified under the above legislation will be required to submit to a Disclosure Application, the results of which might impact on your suitability to work in a particular job. |
| 1. **Declaration** |
| If you are successful in your application, Wiltshire Centre for Independent Living will use the information you have provided on this form for personnel administration, training, discipline, career development and payroll purposes.  You have the right to require us to correct any inaccuracies in your information.  I declare that to the best of my knowledge the information contained on this form and any attachments is true and accurate. I accept that false information or omission may lead to dismissal without notice. |
| **Signature: Date:** |

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| 1. **Qualfications and/or Training – please state most recent first** | | |
| **Qualification/Training** | **Subject** | **Grade (if applicable)** |
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| 1. **Membership of Professional Institutes** | | |
| **Name of Institute** | **Current Status** | **Date awarded** |
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| 1. **Present Employment (if now unemployed, give details of last employer)** |
| **Name of employer:**  **Address:**  **Postcode:** |
| **Job Title:** |
| **Nature of business:** |
| **Date started:** |
| **Date left (if applicable):** |
| **Reason for leaving (if applicable):** |
| **Salary and other benefits:** |
| **Notice Period:** |
| **Brief description of your main duties and responsibilities with an emphasis, where possible, on those areas most relevant to the job applied for.** |
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| 1. **Previous Employment – please start with the most recent employer first, and account for any periods/gaps between jobs** | | | | |
| **Name & address of previous employer** | **Job title and nature of work** | **Date from** | **Date to** | **Reason for leaving** |
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| 1. **Relevant Skills, experience and abilities – study the job description and person specification and provide examples of your work, or other activities, which demonstrate your ability or aptitude to undertake the duties of this post. Please number your responses in line with the person specification. If required please use the next page (K. Continuation Sheet).** | |
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| 1. **Continuation sheet – please use this sheet to continue your answer from Section J, o to add any further relevant information to support your application e.g. personal qualities, achievements at work, non-work related or voluntary work experience. You may add additional pages if required.** |
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| 1. **References** |

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| Name: | Designation: |
| Address: | Postcode: |
| Email address: | Telephone: |
| Relationship to applicant: (e.g. supervisor): |  |

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| --- | --- |
| Name: | Designation: |
| Address: | Postcode: |
| Email address: | Telephone: |
| Relationship to applicant: (e.g. supervisor): |  |

**Please note:** References will only be requested for the successful candidate. In most circumstances, if we offer you the job, we would expect to receive a satisfactory reference from your present or most recent employer.

May we contact your present employer for a reference before any job offer is made to you?

Yes  No

If you are not offered the job, all documentation related to your application for employment will be destroyed with the recruitment file at the relevant time, normally six months after recruitment.

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| 1. **Access Requirements** |
| Do you need any particular equipment or access arrangements to either attend an interview, or to do this job if you are successful in your application?  Yes  No  If yes, please provide details: |