Application for Employment Form

**Personal Details**

| Surname  | Forenames  |
| --- | --- |
| Mr/Mrs/Ms/Miss (delete as appropriate) | Address  |
|   |
|  |
| Post Code  | Telephone number  |
| Do you have a current driving licence? YES/NO  |
| If there any endorsements on your driving licence, please give details below: |
|  |
|  |

**Training and Qualifications**

Please give details of qualifications or training related to the post, using additional pages if required.

| School / College / University attended | Dates /Qualifications Gained |
| --- | --- |
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**Voluntary or Unpaid Positions**

Please give brief details

| **Name of Organisation** | **Dates**  | **Role and Responsibilities** |
| --- | --- | --- |
|  |  |  |
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|  |  |  |
|  |  |  |

**Employment History**

Begin with your most recent employment

| **Dates of Employment** | **Name and address of employer** | **Job Title** | **Duties** | **Rate of Pay** | **Reason for Leaving** |
| --- | --- | --- | --- | --- | --- |
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| Notice Period required with current employer;  |

**Supporting Statement**

On reading the job description and person specification, please use the following space to indicate why you are applying for the job; what skills, competencies and experience you would bring to the post. If you find there is insufficient space, please continue on a separate sheet. Please do not include detailed and sensitive personal information on this form.

Your supporting statement should be no longer than 4 sides of A4.

|  |
| --- |

**References**

Please give details of two people who can be approached for references. One of these should relate to your current or most recent employment, either on a paid or voluntary basis or both. Referees will be contacted if you are shortlisted for interview.

| Name |  |
| --- | --- |
| Organisation |  |
| Role |  |
| Address |  |
| Telephone Number |  |
| Email |  |
| Length of time you have known the referee and in what capacity |  |

| Name |  |
| --- | --- |
| Organisation |  |
| Role |  |
| Address |  |
| Telephone Number |  |
| Email |  |
| Length of time you have known the referee and in what capacity |  |

**Disclosure and Barring Service Check**

Any position which requires, as part of normal duties, caring for, training, supervising or being in sole charge of children or vulnerable adults will require Disclosure and Barring Service (DBS)checks to be undertaken

The Protection of Children Act, the Protection of Vulnerable Adults Act and the Safeguarding Vulnerable Groups Act will apply in this case.

For the purpose of this post you are required to undertake an enhanced (DBS) check.

Please confirm your acceptance of this by signing below.

Signed ………………………………………………….

Date ………………………………………………….

**Data Protection**

We used the information you have supplied in this form for the purposes of recruitment and personal administration. The information in held securely and treated with the strictest confidentiality. We keep this information for the time periods defined in our Retention Policy. It is then destroyed securely.

If you would like to speak to us about your data, you can contact our Privacy Officer using the contact information detailed below.

**Isabel Owens, Privacy Officer**

RSACC, P.O Box 106, Darlington, DL3 7YS

01325 354 119, isabel@rsacc-thecentre.org.uk

**Return completed application to:** recruitment@rsacc-thecentre.org.uk