**Application Form**

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| Application for the role of: |  |

1. **Personal details**

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| --- | --- |
| Title: |  |
| Surname: |  |
| First name(s): |  |
| Address: |  |
| Contact no: |  |
| E-mail : |  |

Please ensure application forms are sent as Word documents only to allow us to anonymise them before shortlisting.

1. **Present or most recent employment**

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| --- |
| Employer’s name and address:  Job title:  Summary of key responsibilities and duties:  Salary:  Date of appointment:  Notice required: |

1. **Previous Employment and Work Experience**

Please give details of your previous work and voluntary experience entering the most recent first.

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| --- | --- | --- | --- |
| Start & end dates | Employer’s Name and Address | Job Title & Main responsibilities | Reason for Leaving |
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1. **Education and Qualifications** Qualifications

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| --- | --- |
| Name of School / College / University | Qualifications gained |
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1. **Specific information in support of your application**

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| Please explain why you are applying for this job and how your skills, experience and achievements are relevant to the role. Your application will be matched to the job description and employee specification so please refer to these to help identify the skills and experience we are looking for.  This section offers you an opportunity to express the relevance of your experience. Where you talk about the skills you have gained remember to give examples of how you have used those skills and what you achieved.  This box will expand as you type, but please limit this to no more than three sides of A4 in total for this section. |

1. **References**

Please give the names and addresses of two referees who know you and how you work. One of these should be your present employer/teacher/tutor, if applicable. We will only approach referees if you are offered the role.

|  |  |
| --- | --- |
| Referee 1  Name  Address  Contact number  Email  How do you know the referee? | Referee 2  Name  Address  Contact number  Email  How do you know the referee? |

1. **Criminal Convictions**

|  |  |  |
| --- | --- | --- |
| Do you have any criminal convictions (including any convictions outside the UK) other than any treated as spent under the provisions of the Rehabilitation of Offenders Act 1974? | |  |
| If, yes, please state the dates and nature of these convictions |  | |

1. **Where did you see this role advertised? Please mention the specific website you found the advert**

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1. **Declaration**

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| --- | --- |
| By signing or emailing this application, I confirm that:   * the information I have given is to the best of my knowledge complete and accurate; * I understand that incorrect statements may lead to withdrawal of a job offer or dismissal from employment; * I am eligible to work in the UK and following any job offer, I agree to provide documentary evidence to support this. | |
| **Signature** | **Date** |

Please return this completed form to recruitment@harewood.org