**RASASC Application For Employment**

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| **Post for which you are applying:** |  |
| **How did you learn about the post?** |  |

**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **Preferred Title:** |  |
| **First Names:** |  | | |
| **Address:** |  | | |
|  | | |
| **Tel No. Eve):** |  | **Tel No. (Day):** |  |
| **Email:** |  | | |
| **Mobile:** |  | | |

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| **hINTS AND TIPS ON COMPLETING THIS FORM**   * Please note CV’s are not accepted * We wish to ensure that comparison between applicants is fair and in line with our Diversity and Equality Policy. The information you provide on this form together with your personal statement will be used in deciding whether you will be short listed for an interview. It is therefore essential that you complete the form fully and that you clearly demonstrate how you meet each point on the person specification. * You should use the points in the Person Specification as headings when filling in the section of the application form that says ‘personal statement’ or if you prefer write a paragraph on each criteria. * It is the applicant’s responsibility to ensure that completed application forms are received by the closing date. |

**Educational Qualifications**

|  |  |
| --- | --- |
| **Relevant Qualifications obtained**  **Certificates, diplomas, degrees etc** | **Date** |
|  |  |

**Training Courses**

|  |
| --- |
| **Give brief information about any relevant training courses you have attended together with dates.** |

**PRESENT OR MOST RECENT EMPLOYMENT**

|  |  |
| --- | --- |
| **Date of Appointment:** | **Date Left (if applicable):** |
| **Salary:** | **Post held:** |
| **Period of Notice required: Organisation:** | |
| **Please give a brief description of your duties and responsibilities** | |
| **Reason for leaving (if applicable):** | |

**Previous Employment and Voluntary Experience**

Include all paid employment and any voluntary work relevant to your application

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| --- | --- | --- | --- | --- |
| **Organisation** | **JOb Role** | **Date From** | **Date Left** | **Reason for leaving** |
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**References**

Please give details of two people not related to you who may be approached for references. You should include your current or most recent employer.

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| --- | --- |
| **REFERENCE 1** | **REFERENCE 2** |
| **Name:** | **Name:** |
| **Address:** | **Address:** |
| **Telephone No.** | **Telephone No.** |
| **Email:** | **Email:** |
| **Occupation/Relationship:** | **Occupation/Relationship:** |
| **PERSONAL STATEMENT**  Please write a personal statement of not more than 750 words which covers   * Why you are interested in the job * Your skills, experience and knowledge in relation to the Person Specification. * Short-listing will be based on the degree to which you match the qualities in the Person Specification. You must address each point on the Person Specification (you can use numbering if you find it advantageous).   **N.B. If needed please write on an A4 piece of paper and attach it to the form.** | |

I confirm that, to the best of my knowledge, the information given in this application is correct and that I am legally entitled to take employment in the UK.

Signature: Date:

**Criminal Conviction Declaration Form**

Please complete this declaration.

RASASC welcomes applications from ex-offenders and will only consider an applicant’s criminal record where the conviction is relevant to the post. This post is subject to a Disclosure and Barring procedure. All employees and volunteers shall provide a declaration of convictions that would otherwise be spent under the Rehabilitation of Offenders Act (Exceptions 1975).

For candidates who are not successful this form will be destroyed at the end of the recruitment process.

|  |  |
| --- | --- |
| A. Do you have any criminal convictions?  Yes No  Please complete the details below. | B. Do you have any spent convictions?  Yes No    N.B. We may ask for additional information at a later date. |

|  |  |  |  |
| --- | --- | --- | --- |
| If you answered ‘Yes’ in box A, please give details: | | | |
| Offence(s) | Details | Sentence | Date of Sentence |
|  |  |  |  |

**Declaration**

In accordance with the General Data Protection Regulation, the information provided on this formwill be used in the recruitment and selection process and may be disclosed to all thosewho need to see it. It will also form the basis of the confidential personnel record of thesuccessful candidate. In the case of unsuccessful candidates the Application Form willbe destroyed after six months.

I hereby declare that to the best of my knowledge all the information given in this application iscorrect. I agreethat RASASC has the right to validate any of the information provided. I understand that anyfalse statements could result in my dismissal if appointed.

I confirm that I am legallyeligible to work in the United Kingdom.

Name

Signature:

Date: