**APPLICATION FORM – IN CONFIDENCE**

**Guidelines are enclosed to help you with your application. Please read them and then complete this form in black ink or type. Please contact us if, for any reason, you do not have the guidelines.**

Please note that only the information given in this application form will be considered in determining whether or not you will be called for interview.

Please specifically address the criteria detailed in the Person Specification. **CVs will not be considered.**

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| 1. **JOB DETAILS** | | | | | | |
| Post applied for | | | |  | | |
| 1. **PERSONAL DETAILS** | | | | | | |
| **Title** | |  | | **List below any other names by which you have been known** | | |
| **Family Name** | |  | |  | | |
| **First Name (s)** | |  | |
| (underline the name by which you want to be known) | | | |  | | |
| **Address** | |  | | **Home telephone** | |  |
| **Mobile telephone** | |  |
| **Work telephone** | |  |
| **Postcode** | |  | | **May we contact you at work?** | | |
| **Email** | |  | | YES | | NO |
| **Do you need a Work Permit before you can be employed in this country?** | | | | YES | | NO |
| If yes please give details | | | |  | | |
| **Do you have any disability which may affect your application or employment?** | | | | YES | | NO |
| If yes please give details | | | |  | | |
| We ask this question to enable us to consider any adjustments that we can make, either to the recruitment process itself or in employment, in order to assist you. | | | | | | |
| **If appointed, how soon could you take up the post?** | | | |  | | |
| **This role requires you to have access to transport, therefore please confirm that you have this in place.** | | | | YES | | NO |
| 1. **EDUCATION** | | | | | | |
| **Please list your academic and other relevant qualifications starting with your most recent.** | | | | | | |
|  | | | | | | |
| *If the post requires specific qualifications you will be required to provide documentary evidence before employment.* | | | | | | |
| 1. **TRAINING AND DEVELOPMENT** | | | | | | |
| **Please describe other learning opportunities relevant to the position, e.g. training courses/coaching qualifications.** | | | | | | |
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| 1. **PRESENT OR LAST EMPLOYER** | | | | | | |
| **Employer’s name and address** | | |  | | | |
| **Post held** | | |  | | | |
| **Date commenced** | | |  | | | |
| **If left, give date and reason for leaving** | | |  | | | |
| **Current/previous salary** | | |  | | | |
| **Please give a brief description of your duties and responsibilities** | | |  | | | |
| 1. **PREVIOUS EMPLOYMENT AND EXPERIENCE** | | | | | | |
| **Dates** | **Employer** | | **Duties undertaken** | | **Reason for leaving** | |
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| **Please give details of any relevant skills/experience gained outside employment (e.g. through voluntary service)** | | | | | | |
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| 1. **REFERENCES** | | | | | | |
| Please give the name and address of two referees, one of whom should be your current or most recent employer, who can comment on your suitability for this post. If you were known by a different name, please also state this. **No reference will be sought without your consent.** | | | | | | |
| **Referee 1** | | | **Referee 2** | | | |
| **Name, address, phone number, email** | | | **Name, address, phone number, email** | | | |
|  | | |  | | | |
| **In what capacity does this person know you?** | | | **In what capacity does this person know you?** | | | |
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| 1. **SUPPORTING INFORMATION** | | | | | | |
| Please detail how you meet the person specification for this post, illustrating with examples from work, voluntary or life experiences, and stating why you are applying for this job. PLEASE NOTE THAT THIS SECTION WILL FORM A MAIN PART OF OUR DECISION TO INTERVIEW OR NOT. | | | | | | |
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| 1. **DECLARATIONS** | | | | | | |
| **Active Gloucestershire Declaration**  Active Gloucestershire takes the privacy and security of individuals and their personal information very seriously and takes every reasonable measure and precaution to protect and secure the personal data that we process. We have robust information security policies and procedures in place to protect the personal information on this form from unauthorised access, alteration, disclosure or destruction and have several layers of security measures.  In the event that any suitable job vacancies arise at Active Gloucestershire, within the next 24 months, we would like to be able to contact you to let you know and would therefore like to hold your contact details on our system for the next 24 months.  If you are happy to provide your consent, please tick the box below. If you do not tick the box, we will securely and confidentially destroy your personal information, following this job application process.  **I consent to Active Gloucestershire storing my personal details on their system for up to 24 months from the date of this application. Please note: This information will only be used with regard to future vacancies.**  **Candidate declaration**  I declare that the information I have given on this form is correct and complete. False or misleading statements may be sufficient grounds for cancelling any agreements made, or for disciplinary action to be commenced. | | | | | | |
| **Signed** | | |  | | | |
| **Date** | | |  | | | |