 

**Application form** (Please complete this form in black ink or type)

Please note that only the information given in this form will used to decide whether you are called for interview. CVs and covering letters will not be accepted. Please refer to the person specification in the job description when completing this form.

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| 1. **Job details** | | | | | |
| Post applied for | | |  | | |
| 1. **Personal details** | | | | | |
| Surname | | |  | | |
| First name | | |  | | |
| Address (including postcode) | | |  | | |
| Home telephone number | | |  | | |
| Mobile telephone number | | |  | | |
| Do you need a work permit to work in this country? | | | No | | |
| Yes (please provide details) | | |
| Do you have a disability or long-term health condition that may affect your application or employment?  We ask this question so that we can make any adjustments, either to the recruitment process itself or during your employment. | | | No | | |
| Yes (please provide details) | | |
| This role requires you to have access to transport. Please confirm you have this in place. | | | No | | |
| Yes | | |
| 1. **Education** | | | | | |
| Please list your academic and other relevant qualifications, starting with your most recent. If this post requires specific qualifications, you will be asked to provide documentary evidence before taking up employment. | | | | | |
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| 1. **Training and development** | | | | | |
| Please describe any other learning opportunities relevant to this position that you have completed e.g. training courses or coaching qualifications. | | | | | |
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| 1. **Present or last employer** | | | | | |
| Employer’s name and address | |  | | | |
| Post held | |  | | | |
| Date started | |  | | | |
| Date left | |  | | | |
| Reason for leaving | |  | | | |
| Brief description of duties and responsibilities | |  | | | |
| 1. **Previous employment and experience** | | | | | |
| **Dates** | **Employer** | | **Duties** | | **Reason for leaving** |
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| Please give any details of any relevant skills or experience gained outside employment (e.g. through volunteering) | | | | | |
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| 1. **Supporting information** | | | | | |
| Please let us know why you are applying for this role and how you are suitable for it. Please explain how you meet the person specification for this post, using examples from your work, voluntary or life experience. | | | | | |
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| 1. **Working arrangement** | | | | | |
| Please indicate which working arrangement you would prefer:  Full time  Part time  Secondment | | | | | |
| 1. **References** | | | | | |
| Please give the name and address of two referees, one of whom should be your current or most recent employer. If you were known by a different name, please also state this. Referees will not be contacted without your consent. | | | | | |
| **Referee 1** | | | | **Referee 2** | |
| Name, address, phone number, email | | | | Name, address, phone number, email | |
|  | | | |  | |
| How does this person know you? | | | | How does this person know you? | |
|  | | | |  | |
| 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.  If any suitable job vacancies arise at Active Gloucestershire, within the next 24 months, we would like to contact you to let you know. Therefore we would 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:** | | | | | |

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| **For internal use only** | |
| Applicant ID |  |