

# Application Form



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# Please complete all questions as fully as possible. We can only shortlist you on the information you provide on the form. **CVs will not be considered**. Write clearly in black ink or type.

*Should we need to contact you at work we will always be discreet.*

*Employment at BVSC is offered subject to receipt of satisfactory references.*

*If you have not worked previously you may give the name of a tutor.*

|  |
| --- |
| **POST APPLIED FOR:** |
| Where did you see this advertised? |

|  |  |
| --- | --- |
| PERSONAL DETAILS | |
| Surname: | Title: |
| Other Names: | |
| Address: | |
|  | Postcode: |
| 🕾 (day): | 🕾 (evening): |
| Email: | |

Will you be available for interview on the date advertised? Yes No

Do you have a full UK driving license? Yes No

Do you have access to a car? Yes No

When will you be able to take up this post?

**REFERENCES**

Please give the details of two referees who can comment on your suitability for this post. One of these should be from your present or most recent employer (paid or voluntary work). These should not include relatives or purely personal friends. We will not take up references without your permission.

|  |  |
| --- | --- |
| First Referee | |
| Name: | Relationship: |
| Position: | |
| Organisation: | |
| Address: | |
|  | Postcode: |
| 🕾 (day): | Email: |
| May we approach at this stage? Yes No | |
| Second Referee | |
| Name: | Relationship: |
| Position: | |
| Organisation: | |
| Address: | |
|  | Postcode: |
| 🕾 (day): | Email: |
| May we approach at this stage? Yes No | |

# Before completing this section we strongly advise that you read the job description, person specification and enclosed literature. Be specific about the experience and qualifications you have which are relevant to this post.

Please list your formal education qualifications and any professional training undertaken relevant to this post.

*(If gained in a country other than the UK please indicate at what level – eg. A level equivalent).*

*Please tell us about any training you have received or are currently undertaking which you feel may be relevant to this post.*

***Start with your present or most recent employer****.*

*It will suffice to briefly describe your duties and responsibilities, as you may wish to refer to these more fully under the Experience and Skills section overleaf.*

*r*

**EDUCATION AND TRAINING**

**Education and Professional Qualifications**

|  |  |  |
| --- | --- | --- |
| *School/college* | *Qualification* | *Date gained* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Training**

|  |  |  |
| --- | --- | --- |
| *Course title* | *Areas covered* | *Date* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**EMPLOYMENT HISTORY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Present or most recent employer** | | *Dates employed* | | | | |
| *From:* | | | *To:* | |
| *Employer’s name & address:* | | *Annual salary:* | | | | |
| *Reason for leaving:* | | | | |
| *Notice required:* | | | | |
| *Job title & brief outline of duties:* | | | | | | |
| **Previous employment** | | | | | | |
| *Employer’s name & address:* | *Position(s) held:* | | *Dates* | | | *Reason for Leaving:* |
| *From:* | *To:* | |
|  |  | |  |  | |  |

Please continue on a separate sheet if necessary providing the same information outlined above.

This is your chance to tell us why you feel you are a suitable candidate for this post.

**Remember to address all points.**

You must give demonstrable evidence of your skills and abilities, drawing on academic, professional, voluntary or personal life. It is not sufficient to simply duplicate the person specification.

Ensure that the information you give is relevant to the advertised post. Illustrate your skills by referring to any experience – paid or voluntary work, personal or academic life. Experience gained outside the UK is also relevant so don’t forget to include this.

The provision of false information in an application form may be grounds for disqualification or, if appointed, dismissal.

# **SKILLS/EXPERIENCE AND ADDITIONAL INFORMATION**

Please let us know briefly about your skills and experience that you feel are relevant in the areas below. **Please** r**ead the person specification and job description before you answer this section as they outline the skills, knowledge and experience required for this post. We draw up a shortlist on the basis of this information.**

|  |
| --- |
| **Administration Skills**  **Experience of supporting a diverse range of people** |

Please continue your reasons for applying for the post on a separate sheet in necessary**.**

Do you have the right to reside and work in the UK? Yes No

Do you need a work permit to be employed in the UK? Yes No

If yes please give details?

Because this post may involve working with vulnerable people, you must provide information about convictions. Under the Rehabilitation of Offenders Act 1974 and (Exceptions) Order 1975 please give details of any spent or unspent convictions. In the event of being employed in connection with this application, any failure to disclose such convictions could result in dismissal or disciplinary action. If you have any previous or outstanding convictions, please provide details of the type of offence, date, sentence, fine etc below. A criminal record will not necessarily be a bar to obtaining a position.

Please note that this post may require an enhanced DBS check as it involves working with vulnerable people.

### DECLARATION

I certify that the information given on this form is correct to the best of my knowledge. I consent to BVSC checking any information provided in this application and agree to the information being used for registration purposes under the Data Protection Act 1998.

Signed: Date: