### **This section will be detached from your application for the shortlisting process.**

|  |  |
| --- | --- |
| Post applied for: |  |
| Where did you hear  about this vacancy? |  |

### Personal Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  | Email: | |  | |
| Contact Address: |  | | | | |
| Phone (day): |  | | Phone (night): | |  |

### Reasonable Adjustments

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Do you require any adjustments to attend an interview? | | Yes: |  | No: |  |
| If yes, please describe the adjustment and why it is required: |  | | | | |

### References

Please give the name, address, and job title of two referees who can comment on your work performance. One should be your most recent employer, manager, or supervisor. Please state in what capacity your referees know you – referees should not be close friends, partners, or relatives.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Referee 1: |  | Job title: | | |  | | | | | |
| Address: |  | | | | | | | | | |
| Email address: |  | | | Phone: | |  | | | | |
| In what capacity does this person know you? | | |  | | | | | | | |
| Do we have permission to contact this person before interview? | | | | | | | Yes |  | No |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Referee 2: |  | Job title: | | |  | | | | | |
| Address: |  | | | | | | | | | |
| Email address: |  | | | Phone: | |  | | | | |
| In what capacity does this person know you? | | |  | | | | | | | |
| Do we have permission to contact this person before interview? | | | | | | | Yes |  | No |  |

### Other Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have the right to work in the UK? | Yes |  | No |  |

### Statement

I confirm that all of the details contained within this personal information sheet, and the below application, are true. I understand that any false or misleading statement that subsequently comes to light may result in withdrawal of any offer of employment made or dismissal from employment and may be reported to the Police. I also understand that satisfactory references will be required should my application be successful.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

When completed, please return this form to [personnel@voscur.org](mailto:personnel@voscur.org) or by post to  
Personnel, Voscur, Royal Oak House, Royal Oak Avenue, BS1 4GB.

- End of detached section -

### Employment History

Your current or latest occupation (paid or unpaid)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Job Title: |  | | Name of Employer: | | |  |
| Employer Address: |  | | | | | |
| Nature of business: | |  | | | | |
| Date from: |  | | | Date to: |  | |
| Reason for leaving: | |  | | | | |
| Salary: |  | | | | | |
| Main duties & Responsibilities: | |  | | | | |

Any previous occupations (paid or unpaid)   
Please list occupations in date order, with the most recent at the top.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer Name & Address | From | To | Job Title | Reason left |
|  |  |  |  |  |
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### Education and Training

Secondary, Further, and Higher Education

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Establishment | From | To | Qualifications | Grades |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Training and Qualifications

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Training Body | From | To | Qualifications | Grades |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Professional Memberships

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Professional Body | Level of Membership | Method of Entry | Date admitted |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Additional Information in support of your application

Please use this space to tell us how you meet all aspects of the person specification from your paid and unpaid work. Please provide clear examples of your skills, knowledge, and experience – the box will expand as you require. Please note that CVs will not be accepted.

|  |
| --- |
|  |

### Why have you applied for this job?

Please use this space to tell the panel about any other information you think will be useful.

|  |
| --- |
|  |

Please return this form to [personnel@voscur.org](mailto:personnel@voscur.org) alongside the diversity monitoring form.