**This application form will be treated as confidential.**

Please refer to the job description when completing your application form. The form can be completed electronically or by hand.

|  |  |
| --- | --- |
| **Role Applied for:** |  |

1. **Personal Details**

|  |  |
| --- | --- |
| Full Name | |
| Address: | |
|  | |
|  | |
|  | Post Code: |
|  | |
| Home Telephone: | Mobile Telephone: |
| Email address: | |
| Please give details of two people who can provide references specifying your relationship to them – one of whom should preferably be your present/most recent employer. We will only contact the successful candidate’s referees, this will be done after interviews are held. | |
| Name: | Name: |
| Address: | Address: |
|  |  |
| Post code: | Post code: |
| Telephone: | Telephone: |
| Email: | Email: |
| Relationship: | Relationship: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Right to work in the UK**  Are there any restrictions to your residence in the UK which may affect your right to work or your working hours? | | □ No | | □ Yes |
| If yes, please provide details of your visa : | | | | |
| **Driving Licence**  Do you hold a current driving licence? | □ Yes | | □ No | |
| If yes, is your licence | □ Full | | □ Provisional | |

1. **Employment History**

|  |  |  |
| --- | --- | --- |
| Please give details of all jobs held, including part-time and unpaid work, starting with your present or most recent employer. | | |
| **Employer** (Name, location and dates employed from and to) | **Jobs Held**  Summary of duties/Achievements | **Reason for Leaving:** |
|  |  |  |
| Please give the earliest date you could take up employment: | | |

1. **Education and Professional Qualifications**

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| --- |
| Please list any relevant educational qualifications. |
|  |

1. **Professional Development**

|  |
| --- |
| Professional Development - include any courses, memberships, voluntary work or responsibilities you consider relevant with outcomes where applicable. |
|  |

1. **Meeting our Skills, Knowledge and Experience**

|  |  |
| --- | --- |
| **Person Specification:** **Please read the person specification of the Job Description carefully.**  Please illustrate how you meet the essential person specification listed on the job description for this position. Examples may be paid, voluntary or any other work experience. Please expand the box if needed. | |
| **Supporting Statement**  Please use this space to provide any additional information you think in relevant to your application for this post. | |
| **Data Protection Statement**  The information you provide on this form (and that obtained from other relevant sources) will be used to process your application for employment, or to fulfil legal or regulatory requirements if necessary. The information that you give us will also be used in confidential manner to help us monitor our recruitment process.  We do not collect more information than we need to assess your suitability for employment and we will not retain it for longer than is necessary. The personal information we ask for is used to assess your suitability for employment. You don’t have to provide what we ask for but it might affect your application if you don’t.  If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us. We will retain the information provided to us for the duration of your employment plus 5 years following the end of your employment. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.  We may check the information collected, with thirds parties or with other information held by us. We may also use or pass to third parties information relevant to the detection of a crime, to protect public funds, or in other ways permitted by law.  If you do not succeed in your application, the personal information you have provided as part of your application will be retained for a period of 9 months from the vacancy end date. It will then be destroyed. | |
| **Declaration**  I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal. | |
| Signature (if email insert name) | Date |

**Return to: Applications, Sixty-One, c/o St Agnes Church, Thomas Street, Bristol, BS2 9LL**

**Or email to: [info@sixty-one.org](mailto:info@sixty-one.org)**