**CVS South Gloucestershire**

**Application form PART One**

**Private and confidential**

**Personal details**

|  |  |
| --- | --- |
| Return this form to  | info@cvs-sg.org.uk |
| Position applied for | **Infrastructure Development Officer**  | Reference No. |      Officer Use Only |
| Title       | Forenames(s)  |       | Surname |       |
| Address |       | Postcode |       |
| Email address |       | N.I. Number |       |
| Telephone number(s) |       |

**Current driving licence?**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes       | No       | Groups       | Expiry date       |
| Details of endorsements |       |

**Criminal record**

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state.

|  |
| --- |
|       |

**References**

Please note here the names and addresses of two persons from whom we may references.

Your first referee must be your present or most recent employer.

|  |
| --- |
| **If you were known to your referee under another name, please state name:** |
| **Reference 1 Name:** |  | **Reference 2 Name:** |       |
| Address:  |       | Address:  |       |
| Email: |       | Email |       |
| Tel: |       | Tel |       |
| Position |        | Position |        |
| Organisation |       | Organisation |       |

|  |  |
| --- | --- |
| **Referee 1 may be contacted prior to interview** | **Referee 2 may be contacted prior to interview** |
| **Yes**  | **No**  | **Yes**  | **No**  |

**CVS South Gloucestershire Reference Number:**

**Application Form PART Two**

**Education/Qualifications**

Please state in chronological order. Applicants offered an appointment will be asked to verify their qualifications.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Schools/Institutions: | Courses/Subjects Studies: | Qualifications & Grade: | Full or Part Time: | Year Obtained |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

**Current or most recent employment**

|  |  |
| --- | --- |
| Company name |       |
| Address |       |
| Job title |       | Salary |       |
| Brief description of duties |       |
| Length of service | From       | To |       |
| Reaon for leaving |       |
| Current Duties/Responsibilities: |  |

**Previous Employment**

Please put most recent job first. This may be paid or unpaid.

Please use a continuation sheet if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer name and address** | **Job title**  | **Dates To From** | **Rate of pay** | **Reason for Leaving** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

**Gaps in Employment Details**

Please indicate and explain any gaps in employment, including specific dates since first leaving secondary education, using a separate sheet where necessary**.**

|  |  |  |
| --- | --- | --- |
| **Date from** | **Date to** | **Reason for gap** |
|       |       |       |
|       |       |       |

**Training**

Please highlight training that you have undertaken which is relevant to the post for which you are applying**.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course name** | **Course provider** | **Duration** | **Date** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

**Current membership of professional bodies (i.e. CIPD, NMC)**

Please note any professional bodies you are a member of or are registered with:

|  |  |
| --- | --- |
| **Organisation Name** | **Level of Membership/Role/Registration No. (if applicable)** |
|       |       |
|       |       |

**Other employment**

Please provide details any other employment that you would continue with if you were to be successful in obtaining this position

|  |
| --- |
|       |

**Please tell us why do you feel you are a suitable candidate for this post?**

Please relate the information you give in this section to the knowledge, skills and experience listed in the job description and person specification which we will use to shortllist candidates. (please continue on a separate sheet if necessary)

|  |
| --- |
|       |

**Declaration (Please read this carefully before signing this application)**

|  |
| --- |
| 1. I confirm that the above information is complete and correct.
 |
| Signed       Date       |