



**Job Application Form**

**Vacancy Title:**

**Please tell us how you heard about this vacancy:**

**1. Personal details**

**First Name:**

**Last Name:**

**Address:**

  
  

**Postcode:**

**Home Telephone No.**

**Daytime Contact No.**

**E-mail address:**

**National Insurance No.**

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**Date of Birth**

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**Driving Licence**

Do you hold a full, clean driving licence valid in the UK?

Yes

No

**If appointed when could you start? Give period of notice if applicable**



## 2. Employment History

**Previous Employment:** Please include any previous experience (paid or voluntary), starting with the most recent.

### Current/Most Recent Employer:

**Name of Employer:**

**Address**

**Postcode:**

**Position held:**

**Starting Date:**

**Leaving Date:**

**Reason for Leaving:**

**Brief description of duties:**

### Previous Employer:

**Name of Employer:**

**Address**

**Postcode:**

**Position held:**

**Starting Date:**

**Leaving Date:**

**Reason for Leaving:**

**Brief description of duties:**



### 3. Education and Training

Education/Training Course:		Course Details (inc length and nature of training)

### 4. Information in support of your application

#### Skills, abilities and experience;

Please use this section to demonstrate why you think you would be suitable for the post referencing the job description (and by giving examples and evidence). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. **Attach and label any additional sheets used.** See guidance sheet for further information.



## 5. Additional information

Please confirm that you hold a valid UK passport and/or that you have permission to work in the UK

Yes

No

If there are conditions attached to your employment in the UK please tell us what they are below:

**Are you closely related or married to a staff or Board member of SNOOSC?**

**Yes/No**

If yes, please state the name of the staff or Board member and nature of this relationship below:

**Are you currently a member of any professional body/organisation?**

**Yes/No**

If yes, please give details below

## 6. Convictions/Disqualifications

To ensure the safety of our clients/members a DBS (previously CRB) check must be completed for all positions. A criminal record will not necessarily be a bar to obtaining a position at SNOOSC. If a check is returned and reveals any information, this will be discussed with the applicant. The Manager/Trustees will make a decision as to whether the offer of employment should be withdrawn.

**Please provide details below (including dates and the nature of the conviction/offence if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order.**



## 7. Reasonable Adjustments/Arrangements for Interview

If you need us to make any adaptations for your interview to accommodate any disability you may have please tell us what these should be

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## 8. References

Please give details of **two** references – see guidance sheet for further information.

**Name of Referee  
and relationship  
to you:**

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**Address:**

<b>Postcode:</b>
<b>Email:</b> <span style="float: right;"><b>Tel:</b></span>

**Name of Referee  
and relationship  
to you:**

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**Address:**

<b>Postcode:</b>
<b>Email:</b> <span style="float: right;"><b>Tel:</b></span>



## 9. Declaration

### Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

**I agree that in the event of an employment offer, SNOOSC can create & maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.**

**I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn terminated.**

Signed:

Date:



## **GUIDANCE SHEET**

Please read through the following guidelines that will help you complete the application form.

- Complete all sections of the form.
- Make sure the form is tidy and try to avoid mistakes by writing out a version first to make sure you are happy with the information you are providing. Always read through your final version before you send it.

To complete your application:

- Please type or write clearly black or blue ink.
- Ensure you clearly state the job title you are applying for.
- In the 'Employment History' section you must state why you have left a position.
- Always explain any gaps in work history.
- Proof of qualifications and membership to professional bodies may be required.

### **References**

We will take up professional references once you have been interviewed and **provisionally** offered the post. Please make sure that you have given the full contact details of your referees so that this does not delay processing reference requests.

If you have no employer references, we will take up references with named individuals at colleges where you have studied, or people who know you in a professional capacity. Please do not put down family members or people you live with as referees.

You will only be confirmed in the post once we are satisfied.

### **Supporting Statement**

The 'Why you feel you are suitable for this position' part of the form is called your supporting statement. It is the most important part of the application form.

You should consider the following:

- Applications can only be assessed on the information you provide. You need to clearly demonstrate your capabilities.
- You need to explain how you meet each of the person specification points and provide examples from your previous experience. Do not forget to present this in relation to the job description.
- Often the strongest applications are those that link the three elements highlighted above and are presented in a clear format.
- We expect your supporting statement to be a minimum of  $\frac{3}{4}$  of a side of A4 and maximum of 2 sides.
- Use concise, unambiguous sentences and avoid exaggerations.
- Honesty is always the best policy; please do not make false claims.
- If you are making a career change, stress what skills are transferable to the role you are applying for.
- Ensure you return your application in good time before the closing date – aim for the day before the deadline.

Finally good luck with your application and thank you for your interest in SNOOSC.

