**It is the policy of RT and/or RES to employ the best qualified/most suitable personnel and provide equal opportunity for the advancement of employees including promotion and training, and not to discriminate against any person because of race, ethnic origin, nationality, gender, sexuality, marital status, disability or age. If you believe that any question discriminates against you, you are at liberty to omit an answer. Should you wish to submit your own CV, you may ‘refer to CV’ under Education and Employment sections below.**

**1. Position applied for**

|  |
| --- |
|  |

**2. Personal Details**

|  |  |  |
| --- | --- | --- |
| **Surname:** | **Forenames:** | |
| **Address:** | | |
|  | | **Postcode:** |
| **Email address:** | | **Contact Telephone:** |
| **Honours and awards:** | | **National Insurance Number:** |

**3. Education: Secondary/Further Education from age 11 (Group passes if desirable)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Schools/Colleges attended** | **From** | **To** | **Examinations passed (give dates)** | **Grade** |
|  |  |  |  |  |

**4. University/College Higher Education and Professional Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Place of Education** | **From** | **To** | **Examinations passed (give dates and qualifications)** | **Grade/Class** |
|  |  |  |  |  |

**5. Foreign Languages and level of proficiency**

|  |
| --- |
|  |

**6. Employment history** (**Please list in order, starting with the most recent.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** | | **Name and address of employer** | **Job title and responsibilities** | **Reason for leaving** | **Final salary** |
| **From** | **To** |  |  |  |  |
|  |  |  |  |  |  |
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| --- |
| **Length of notice required by your present employer:** |

**7. General**

|  |
| --- |
| **How did you hear of this job?** |

|  |
| --- |
| **Why do you wish to leave your present employment?** |

|  |
| --- |
| **How do you think your previous experience / interests will enable you to fill this post?** |

|  |  |
| --- | --- |
| **Please rate yourself from 1 to 5 (5 being most proficient) on the following areas of expertise: -** | |
| **Communication/presentation skills**  **Literacy skills**  **Numeracy skills**  **IT skills**  **Policy experience**  **Experience of non-profit sector**  **EU and UK grant applications and claims** |  |

|  |
| --- |
| **Interests/Hobbies (give details of pastimes, sports, etc.):** |

|  |
| --- |
| **Public Duties (JP, Local Councillor etc.) undertaken:** |

|  |
| --- |
| **Do you have a current full driving licence?** |
| **Do you have any current endorsements? (Other than penalty points for parking or speeding offences)** |

**8. References**

Please supply 2 references. One should be from your current/most recent employer, although they will not be approached without your prior permission. The other should not be a relative. References will not be taken up prior to offer stage.

|  |
| --- |
| **Name:** |
| **Address:** |
|  |
| **Occupation:** |
| **Phone or email contact details:** |

|  |
| --- |
| **Name:** |
| **Address:** |
|  |
| **Occupation:** |
| **Phone or email contact details:** |

Proof of educational and professional qualifications may be requested.

Completed Application Form should be submitted by email together with your covering letter and completed **Equal Opportunities** Monitoring form to [recruitment@theriverstrust.org](mailto:recruitment@theriverstrust.org)

**Declaration**

I hereby authorise the Trust to obtain references to support this application when an offer is to be made and I indemnify the Trust against any liability related thereto.

I hereby consent to the Trust processing the data on this form for the purpose of considering my application and (if successful) in respect of my employment. I agree that such data may be made available to those who reasonably need to know the same within the Trust.

I confirm that the information given on this form is true to the best of my knowledge and accept that any false statement may be sufficient cause for rejection or, if employed, summary dismissal.

|  |  |
| --- | --- |
| **Signature** | **Date** |