# Logo. Black semi circle around three coloured sections. Yellow, green and blue from left to right.

# Southmead Development Trust Application for Employment

Information for applicants:

CVs will not be accepted.

All sections of the form must be completed.

Please complete in black ink to aid photocopying.

**Position applied for:**

**How did you hear about this vacancy?**

## Personal Details

Southmead Development Trust is an Equal Opportunities employer and is working towards making sure that our employees fairly represent all communities.

To keep the process anonymous, all the information on this first page is strictly confidential and is removed before shortlisting.

Please complete the following:

|  |
| --- |
| Full name: |

|  |
| --- |
| Address and postcode: |

|  |
| --- |
| Contact telephone number: |

|  |
| --- |
| E-mail address: |

|  |
| --- |
| National Insurance No: |

## Current or most recent employment (this can be paid or unpaid)

|  |
| --- |
| Job title: |

|  |
| --- |
| Name and address of employer: |

|  |  |
| --- | --- |
| Start date in this job: | End date:  (if appropriate) |

|  |
| --- |
| Brief description of duties and responsibilities: |

|  |
| --- |
| Telephone number: |

## Education and Qualifications

Applicants offered a post may be asked to verify their qualifications on appointment

|  |  |  |  |
| --- | --- | --- | --- |
| Secondary schools  and/or colleges attended | From | To | Exams passed and qualifications  gained |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Training and other qualifications (you can include both professional and personal development)

|  |  |  |
| --- | --- | --- |
| Course Title | Date | Qualification (if appropriate) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Previous employers including voluntary positions

|  |  |
| --- | --- |
| Employer name | Job title and brief description of responsibilities |
|  |  |
|  |  |
|  |  |
|  |  |

## Application

This is your opportunity to tell us about yourself. Please tell us why you’d be great for this role. Refer closely to the person specification and use the matching headings below. You can use examples of your knowledge and skills gained from both paid and unpaid experience.

### **Qualifications (max 200 words)**

### **Experience (max 200 words)**

### **Skills and Knowledge (max 200 words)**

### **Other (max 200 words)**

(Please continue on a separate sheet if necessary**)**

## Personal References

Please give the names and contact details of two people we could ask to give you a reference. If you are currently employed, one of the referees must be your current employer. We may ask them before a job offer is made. We will not ask your current employer until we get your permission. You can indicate this below.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Job title |  | Job title |  |
| Relation to you |  | Relation to you |  |
| Email |  | Email |  |
| Tel no |  | Tel no |  |
| Address (if applicable) |  | Address (if applicable) |  |
| I am happy for them to be contacted before job offer is made: **Yes** / **No** | | I am happy for them to be contacted before job offer is made: **Yes / No** | |

If short-listed for an interview, please give any days/dates/times when you would NOT be available:

|  |
| --- |
|  |

Do you have the right to work in the UK? **Yes / No**

## Rehabilitation of Offenders

|  |
| --- |
| Southmead Development Trust is committed to working within the Rehabilitation of Offenders Act 1974. We will ensure that decisions on the employment of new staff members are made which balance the safety of service users with good practice on employing ex-offenders. DBS checks may be completed prior to a contract of employment being offered. Non-disclosure of any relevant information on this form could lead to the offer of a post being withdrawn.  **Do you have any unspent convictions to declare which may be of relevance to the position for which you are applying? Yes / No** |
| If you have said yes, please give details of these unspent convictions here: |

## Declaration

**Please note that any false claim may make this application void. If employment has begun, you may be dismissed.**

**‘I declare that the information contained in this application is correct’.**

Signed:

Date:

# Equal Opportunities Monitoring

We are an Equal Opportunities employer and we are committed to making sure that our employees fairly represent all communities. To assist us in applying good practice in Equal Opportunities please complete the separate Equal Opportunities Monitoring Form.

This can be downloaded from our website or collected from Greenway Centre reception. This form is for monitoring purposes only and is not included in your application during the recruitment process.