**JOB APPLICATION FORM**

Please complete this form in capitals and return it on or before the closing date specified in the advertisement. You can submit the application via email or post. Late applications will not be considered. ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM AND IN YOUR COVERING LETTER WILL BE CONSIDERED BY THE PANEL. Curriculum vitae will not be accepted. Candidates will outline clearly how their qualifications and experience meet both the essential and desired requirements. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

Please return to [jobs@unseenuk.org](mailto:jobs@unseenuk.org)

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| **1. Position Applied For:** |  |

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| **2a. Personal Details:** | |
| Surname |  |
| Forenames |  |
| Title |  |
| Postal Address |  |
| Postcode |  |
| Email Address |  |
| Telephone Number | *(Please circle as applicable: Home/Mobile/Work)* |
| Telephone Number | *(Please circle as applicable: Home/Mobile/Work)* |

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| **2b. Right to Work:** | *(Please Circle)* |
| Do you have the right to work in the UK?  *Note: the company will require proof of this right before an offer of employment can be confirmed – e.g. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996.* | Yes / No |
| Do you have a clean, current driving licence? | Yes / No |
| Have you a car/access to a car for business use? | Yes / No |

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| **3. Education:** | |
| Name and Address of Schools | Level of Qualifications and Subjects passed (with grades) |
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| **4. Further/Higher Education:** | |
| Name of Institution:  (please state if full or part time) | Subjects Taken and Qualifications Gained (Specify Grades or Degree Class Obtained) |
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| **5. MEMBERSHIP OF PROFESSIONAL ORGANISATIONS** | | |
| Date Joined | Institute/Organisation | Grade of Membership *(Where appropriate)* |
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| **6. PRESENT EMPLOYMENT** *(If now unemployed give details of last employer)* | | | |
| Name and address of Employer: | Post Title: | Brief description of duties: | Reason for leaving: |
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| Salary: | Date of Appointment: | Notice Period: | Last day of service: |
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| **7. PREVIOUS EMPLOYMENT** *(most recent employer first)* | | | |
| Please provide your full employment history, including a written explanation of any gaps between periods of employment. | | | |
| Name and Address of Employer and Nature of Business: | From:  To: | Job Title:  Job Function/Responsibilities: | Final Salary and Reason for Leaving: |
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| **8. TRAINING** |
| Details of training courses attended and awards achieved, including dates, if appropriate |
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| **9. SUITABILITY FOR THIS POSITION** |
| Please detail your suitability for this position based upon the person specification as outlined in the Job Description. |
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| **10. OTHER RELEVANT EXPERIENCE** |
| Details of any volunteer based or outside of employment experience, including dates, if appropriate. |
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| **11. DISABILITY DISCRIMINATION ACT 1995** | |
| Do you require any special arrangements to be made to assist you if called for interview?  Please provide details:  *The process of appointing staff will be informed and in accordance with quality assurance processes, our equal opportunity policy and our recruitment of staff policy. The WATER Project will only accept female workers. We will not discriminate unlawfully against individuals applying to work/volunteer with us on grounds of race, disability, sexual orientation, religion, belief or age. However, due to the nature of the work within the WATER project, unless otherwise stated, section7(2)e of the Sex Discrimination Act (1975) applies, requiring all workers to be female.* | |
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| **Have you ever been convicted of any criminal offences?**  *(circle as appropriate)* | Yes / No |
| If you have indicated yes, please summarise the details below. Having a conviction will not necessarily stop you from working for Unseen, but will be taken into consideration when accessing your suitability: | |
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| Because of the nature of the work you will be undertaking you may be required to submit your details for a Disclosure and Barring Service check.  **Do you give your permission for this?** *(circle as appropriate)* | Yes / No |

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| **12. REFEREES** | | | | | |
| Please give the details of two referees. One referee should be your current or most recent employer, where applicable, and ideally related to the post you are applying for. Referees will not be contacted without your prior approval.  *In some circumstances Unseen may find it helpful to contact one or other of your nominated referees prior to interview, please tick the box under each referee nomination to confirm whether you would be happy for us to do so.* | | | | | |
| Name: |  | | Name: |  | |
| Position: |  | | Position: |  | |
| Company: |  | | Company: |  | |
| Postal Address: |  | | Postal Address: |  | |
| Telephone: |  | | Telephone: |  | |
| Email Address: |  | | Email Address: |  | |
| Nature of Relationship: |  | | Nature of Relationship: |  | |
| Permission to contact prior to interview *(Please tick)* | |  | Permission to contact prior to interview *(Please tick)* | |  |

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| **13. PLEASE TELL US WHERE YOU HEARD ABOUT THIS JOB** |
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| **14. VERIFICATION OF INFORMATION** | | | |
| I certify that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn. | | | |
| Signature: |  | Date: |  |