

Royal Oak House, Royal Oak Avenue, Bristol, BS1 4GB

Tel: 0117 909 9949, Web: www.voscur.org

**Application Form**This page will be detached from your application before shortlisting

|  |  |
| --- | --- |
| Post Applied For |  |
| Where did you hear about this vacancy? |  |

|  |
| --- |
| **Personal Details** |
| Full Name:  |  |
| Contact Address:Postcode: | Tel: Mobile: Email:  |

**Please leave this page blank**

|  |
| --- |
| **Employment History** |
| Current or Latest Occupation (paid or unpaid) |
| Employer Name and Address  |  |
| Nature of Business |  |
| Position Held |  |
| From |  |
| To |  |
| Reason for Leaving |  |
| Salary |  |
| Main Duties & Responsibilities |  |

|  |
| --- |
| Previous Occupation (paid or unpaid) Please list in date order, from most recent and include any gaps in employment. |
| Employer Name/Address | From | To | Job Title | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Education and Training** |
| Secondary, Further and Higher Education |
| Name of Establishment | From | To | Qualifications | Grade |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Training and Qualifications |
| Name of Training Body | From | To | Qualifications | Grade |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Professional Memberships |
| Name of Professional Body | Level of Membership | Method of Entry | Date admitted |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Additional Information in Support of your Application**Please use this space to tell us how you meet all aspects of the person specification from your paid and unpaid work. Please provide clear examples of your skills and experience. Please note CVs are **not** accepted. This box will expand as you require. |
|  |

|  |
| --- |
| **Why have you applied for this job?**Please use this space to tell the panel about any other information you think will be useful.  |
|  |

**This page will be removed from your application for the shortlisting process.**

|  |
| --- |
| **Disability**  |
| Do you consider yourself to have a disability?  | Yes / No? (delete as appropriate) |
| If yes, do you require any adjustments to attend an interview?  | Yes / No? (delete as appropriate) |
| If yes, please state:  |

|  |
| --- |
| I understand that any false or misleading statement that subsequently comes to light may result in withdrawal of any offer of employment made or dismissal from employment and may be reported to the Police. I also understand that satisfactory references will be required should my application be successful. I confirm that all of the above details contained within this application are true.  |
| Signed: Dated: |

|  |
| --- |
| **References**Please give the name, address & job title of 2 referees who can comment on your work performance. One should be your most recent employer, manager or supervisor. Please state in what capacity your referees know you (referees should not be close friends, partners or relatives) |
| Referee 1 - Current/Most recent employer  |
| Name of Referee:  |  |
| Job title: |  |
| Address: |  |
| Telephone Number:  |  |
| Email:  |  |
| In what capacity does this person know you? |  |
| Can we contact before interview?  | Yes / No (delete as appropriate) |
| Referee 2  |
| Name of Referee:  |  |
| Job title: |  |
| Address: |  |
| Telephone Number:  |  |
| Email:  |  |
| In what capacity does this person know you? |  |
| Can we contact before interview?  | Yes / No (delete as appropriate) |

|  |
| --- |
| **Other Information**  |
| Do you have the right to work in the UK?  | Yes / No (delete as appropriate) |

**Please return this form to:** **personnel@voscur.org** **OR Royal Oak House, Royal Oak Avenue, Bristol, BS1 4GB**