## Easton and Lawrence Hill Neighbourhood Management

**Application for employment**

**PLEASE COMPLETE in a WORD compatible format – do not return as a pdf as we need to remove all personal information for shortlisting.**

If you need to continue on a separate sheet for any of the sections, please do so.

|  |  |
| --- | --- |
| Position applied for | **Communications Officer** |
| Closing date | **11am, Friday 29 November** |
| How did you find out about the vacancy? |  |

Educational details

|  |  |  |  |
| --- | --- | --- | --- |
| Schools / Colleges / Universities attended | Full time / part time | Date | Exams passed / qualifications gained |
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# Training

|  |  |  |
| --- | --- | --- |
| Course title | Date | (qualification, if appropriate) |
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|  |  |  |
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Employment details

Present / most recent employer (either paid or unpaid)

|  |  |
| --- | --- |
| Job title | Salary  |
| Brief description of the job | Name and address of employer |
| Start date | End date (if appropriate) |
| How much notice are you required to give? |  |

**Previous employment**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer | Job title and main duties | Date of employment | Reasons for leaving |
| From | To |
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Statement in support of your application

Please note that you should complete this section with enough evidence to demonstrate how your skills/experience/knowledge meets all of the essential criteria. You should refer to the person specification and the enclosed guidance notes when completing this sheet. Please continue on an additional sheet if necessary.

|  |
| --- |
|  |

##### Private and Confidential

The details on the following pages do not form part of the recruitment process and will only be used if you are shortlisted for an interview.

## Personal details

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Telephone |  |
| Email (if appropriate) |  |
| **Interviews will be held on Thursday 5 December**Are available for interview on the 5th December should you be shortlisted? YES / NO |

# Sickness absence

|  |  |
| --- | --- |
| How many days absence have you had due to sickness in the last 12 months? |  |

Right to work in the UK *Any post is offered subject to right to work in the UK*

|  |  |
| --- | --- |
| Have you got a right to work in the UK? |  |
| If no, would you require a sponsor’s licence? |  |

Part of the role requirement includes having a DBS check. Do you have any unspent criminal convictions?

YES / NO

References

It is Easton and Lawrence Hill Neighbourhood Management’s practice to take up references. We only contact referees when applicants are offered a post. Please give the names and addresses of two referees we can contact. One of the referees must be your current or most recent employer.

By completing these details you are confirming that you are happy for your referee to provide personal information to us.

|  |  |
| --- | --- |
| Name | Name |
| Address | Address |
| Telephone  | Telephone |
| Email | Email |
| Job title | Job title |

**Data Protection Statement**

Your personal details will be used during the recruitment process as follows

* if you have been shortlisted, you will be contacted and offered an interview;
* following the interview process we will contact you with the outcome;
* personal information will be stored on a secure encrypted device only accessible by senior members of staff during the recruitment process.

Please note, we collect ‘sensitive’ or equalities information during recruitment to ensure that we can monitor whether we are attracting diverse candidates for our vacancies as we are committed to be an equal opportunities employer, you can find out more about this by reading our Equal Opportunities Policy in the application pack. The information is collected anonymously using Survey monkey and is not connected to the application form.

We would like to keep your data until our role is filled, when that period is over, we will keep it in our database for up to six months should a similar role become available.

*I wish for you to retain my details should a similar role become available in the next six months.*

*I do not wish you to hold my details longer than required for the recruitment of this role.*

**Automated decision making**

Please note, we do not use automated decision-making in any aspect of recruiting, selecting or managing our employees.

You can find out more about Data Protection and recruitment by reading the attached Recruitment Privacy Notice.

**I declare that all the information given in this application form are true and complete to the best of your knowledge.**

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_