

**JOB APPLICATION FORM:**

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. Shortlisting will be based on the information gathered from the form, read in conjunction with the role description and person specification.

**PRIVATE & CONFIDENTIAL**

**Return completed form to:**

**SARI**

**JOBS@SARIWEB.ORG.UK OR PO BOX 2454**

**BRISTOL** **BS2 2WX**

**TEL: 0117 9420060**

(for office use) Ref: No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **POST APPLIED FOR:**Click or tap here to enter text. |
| **Candidate Number (office use only):** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:**  Click or tap here to enter text. | | **Forename(s):**  Click or tap here to enter text. | **Title:** |
| **Address:**  Click or tap here to enter text. | | | |
| **N.I. number:** | Click or tap here to enter text. | | |
| **Telephone number:** | Click or tap here to enter text. | | |
| **Email address:** | Click or tap here to enter text. | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SECTION 1. CURRENT EMPLOYMENT** | | | | |
| PRESENT OR MOST RECENT EMPLOYMENT | | | | |
| Job Title: | Click or tap here to enter text. |  | Employment start date: | Click or tap to enter a date. |
| Name of employer: | Click or tap here to enter text. |  | Employment end date: | Click or tap to enter a date. |
| Address: | Click or tap here to enter text. |  | Reason for leaving: | Click or tap here to enter text. |
|  |  |  |  |
|  |  | Notice required: | Click or tap here to enter text. |
| Postcode | Click or tap here to enter text. |  | Salary: | Click or tap here to enter text. |
| Please give a brief description of your main duties, responsibilities, reporting relationships and achievements: | | | | |
| Click or tap here to enter text. | | | | |

|  |
| --- |
| **SECTION 2. EMPLOYMENT RECORD** |

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in the *Experience and Skills Section.*

|  |  |  |  |
| --- | --- | --- | --- |
| **1. EMPLOYMENT HISTORY** | | | |
| Name of Company: | Click or tap here to enter text. | | |
| Address: | Click or tap here to enter text. | | |
| Job Title: | Click or tap here to enter text. | From: | Until: |
| Brief Description of Duties | Click or tap here to enter text. | | |
| Reason for Leaving/Changing: | Click or tap here to enter text. | | |
| Other Comments | Click or tap here to enter text. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **2. EMPLOYMENT HISTORY** | | | |
| Name of Company: | Click or tap here to enter text. | | |
| Address: | Click or tap here to enter text. | | |
| Job Title: | Click or tap here to enter text. | From: | Until: |
| Brief Description of Duties | Click or tap here to enter text. | | |
| Reason for Leaving/Changing: | Click or tap here to enter text. | | |
| Other Comments | Click or tap here to enter text. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **3. EMPLOYMENT HISTORY** | | | |
| Name of Company: | Click or tap here to enter text. | | |
| Address: | Click or tap here to enter text. | | |
| Job Title: | Click or tap here to enter text. | From: | Until: |
| Brief Description of Duties | Click or tap here to enter text. | | |
| Reason for Leaving/Changing: | Click or tap here to enter text. | | |
| Other Comments | Click or tap here to enter text. | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **4. EMPLOYMENT HISTORY** | | | |
| Name of Company: | Click or tap here to enter text. | | |
| Address: | Click or tap here to enter text. | | |
| Job Title: | Click or tap here to enter text. | From: | Until: |
| Brief Description of Duties | Click or tap here to enter text. | | |
| Reason for Leaving/Changing: | Click or tap here to enter text. | | |
| Other Comments | Click or tap here to enter text. | | |

|  |
| --- |
| **SECTION 3. EDUCATION** |

Please tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent.

Candidates will be requested to provide proof of relevant education/training/qualifications.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of school/college/ university/training body:** | **Subject Studied:** | **Qualification/Level:** | **Date gained:** |
| Click or tap here to enter text. |  |  |  |
| Click or tap here to enter text. |  |  |  |
| Click or tap here to enter text. |  |  |  |
| Click or tap here to enter text. |  |  |  |
| Click or tap here to enter text. |  |  |  |

|  |
| --- |
| **SECTION 4. TRAINING** |

Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to your application:

|  |  |
| --- | --- |
| **Training Course:** | **Date:** |
| Click or tap here to enter text. |  |
| Click or tap here to enter text. |  |
| Click or tap here to enter text. |  |
| Click or tap here to enter text. |  |
| Click or tap here to enter text. |  |
| Click or tap here to enter text. |  |

|  |
| --- |
| **SECTION 5. MEMBERSHIP OF PROFESSIONAL ASSOCIATIONS** |

|  |  |  |
| --- | --- | --- |
| **Name of Professional Association:** | **Entry Date to Membership:** | **Status:** |
| Click or tap here to enter text. |  |  |
| Click or tap here to enter text. |  |  |
| Click or tap here to enter text. |  |  |

|  |
| --- |
| **SECTION 6. ABILITIES, SKILLS, KNOWLEDGE AND EXPERIENCE** |

This section is for you to give specific information in support of your application. Please set the information out on a maximum of three sides of A4 paper.

Please give your reasons for making this application. ***You will need to read the job description and person specification carefully, and then explain how your skills, abilities and experience match this post***. These may have been gained through paid employment, voluntary/community work, educational or domestic responsibilities, spare time activities and training.

|  |
| --- |
| Click or tap here to enter text. |

|  |
| --- |
| Click or tap here to enter text. |

|  |
| --- |
| **Please give details of the software packages which you have been accustomed to using and any other experience in using IT.** |
| Click or tap here to enter text. |

|  |
| --- |
| **Right to Work in the UK (Asylum & Immigration Act 1996)**  If you are invited to interview you will need to bring proof of your right to work in the UK.  **I can provide confirmation that I am legally entitled to work in the UK:**  ***Please tick as appropriate*  Yes No** |

|  |
| --- |
| REHABILITATION OF OFFENDERS ACT 1974 Have you ever been convicted of an offence by a criminal court, other than a conviction which is spent by virtue of the Rehabilitation of Offenders Act 1974 (if yes, please attach details)? A conviction cannot be spent under the Act if it incurred a sentence of more than 2.5 years in prison or was a life sentence, preventive detention or their equivalent for young offenders.  *Please tick as appropriate*  Yes No  Having a criminal record will not necessarily bar you from working with SARI. If you would like further information please request a copy of SARI’s Equality & Diversity policy. |

|  |
| --- |
| CAR OWNER/DRIVER *Please tick as appropriate* Full Driving Licence Yes No  If Yes, Expiry date: Click or tap here to enter text.  Details of Endorsement if any: Click or tap here to enter text.  Owner Yes No |

|  |
| --- |
| Please declare if you are related to any member of the Board of Trustees or staff of SARI?Yes NoIf yes, who? Click or tap here to enter text. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| REFERENCES | | | | | | |
| Please note here the names and addresses of two persons from whom we may obtain both character and work experience references. One of the referees must be your last employer. Please state if you do not want us to contact either referee prior to offering you the job. | | | | | | |
| Name | Click or tap here to enter text. | |  | Name | Click or tap here to enter text. | |
| Address: | Click or tap here to enter text. | |  | Address: | Click or tap here to enter text. | |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Email: | Click or tap here to enter text. | |  | Email: | Click or tap here to enter text. | |
| Tel. No. | Click or tap here to enter text. | |  | Tel. No. | Click or tap here to enter text. | |
| Job Title: | Click or tap here to enter text. | |  | Job Title: | Click or tap here to enter text. | |
| Capacity in which they know you: | | Click or tap here to enter text. |  | Capacity in which they know you: | | Click or tap here to enter text. |
|  | | | |  | | |

|  |
| --- |
| **How did you learn of this position, e.g. Newspaper, journal, website, word of mouth?**  **(Please specify)** |
| Click or tap here to enter text. |

**DATA PROTECTION**

|  |
| --- |
| We are aware of our obligations under data protection legislation, including the obligation to collect only the data that is required for our specific purpose. The information collected in this application form is specific to our recruitment exercise and necessary for the performance of the role that you have applied for. If you are recruited for the role you have applied for, or any other role you are offered by us, the information provided will then be used for the purposes of your employment with us, together with further information collected upon recruitment for those purposes.  2. We will treat all personal information about you with utmost integrity and confidentiality. Our data protection policy sets out our approach to ensuring that your data is processed in line with the data protection principles within current data protection legislation.  3. Our privacy notice for job applicants gives you information on, amongst other things, the data we will hold about you during the recruitment exercise and what we use it for. You can view the privacy notice at https://www.sariweb.org.uk/news-information/job-opportunities/ |

**DECLARATION**

|  |
| --- |
| 1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered. 2. I agree that should I be successful in this application, I will, if required, apply to the Disclosure & Barring Service for a Disclosure & Barring Certificate. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated. |

# This application form is available in a larger print on request.

# GUIDANCE FOR COMPLETING THE APPLICATION FORM

Please read the guidance given below to help you complete the Application form for the post in which you are interested.

The Application Form is the first information we have about you and the decision whether or not to progress your application further can only be made on the information provided on this form. It is important, therefore, that you provide as much relevant information as possible.

* It can be useful to take a photocopy of the Application Form and complete this first. Any changes can then easily be made.
* Please enter the title of the post you are applying for in the space provided at the top of the Application Form.
* Refer closely to the job description and person specification when you are completing the form.
* Ensure that you include all examinations with grades, and professional qualifications
* Ensure that you also include any relevant job-related training/learning you have undertaken.
* Include any voluntary work you have undertaken.
* Remember, account for any gaps in your record of employment.
* When completing Section 6, which asks you for any relevant experience and your reasons for applying for the post, ensure that you refer to the job description and person specification to enable you to cover as many as the requirements as you are able.
* Knowledge and appropriate skills can be gained in a variety of ways and not just through employment. For example, if you have managed voluntary staff or managed a club you may have acquired and developed specific skills.
* If you are leaving education and have no prior work experience include any project work; specific responsibilities held and/or achievements.
* Remember, it is not sufficient to simply say that you have knowledge or a relevant skill. You will need to demonstrate the knowledge and skill by giving examples of how you used the knowledge or describing how you have applied your skill/s. You may also be able to provide examples of how you have worked as a part of a team.
* Ensure that you address the requirements of the job description and person specification as far as you can.