|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **VACANCY DETAILS** | | | | | | | | | |
| Job Title: | | **Trustee** | | | How did you hear about this vacancy?: | |  | | |
| **PERSONAL DETAILS** | | | | | | | | | |
| Surname: |  | | | | Forenames: | |  | | |
| Previous surname: | | |  | | Preferred forename: | | |  | |
| Address: | | |  | | Title – Mr/Mrs/Miss/Ms/Dr/Other: | | | |  |
|  | | | | | Work phone no. | |  | | |
|  | | | | | Home phone no. | |  | | |
|  | | | | | Mobile phone no. | |  | | |
| Postcode: |  | | | | Email: | |  | | |
| **NATIONAL INSURANCE NUMBER** | | | | |  | | | | |
| **ELIGIBILITY TO WORK IN THE UK** | | | | | | | | | |
| Do you have permission to work in the UK? | | | | | | Yes | No | | |
| If no, please give details: | | | |  | | | | | |

**STANDARD APPLICATION FORM**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CURRENT/MOST RECENT EMPLOYMENT (OR VOLUNTEER ROLE OR EDUCATION)** | | | | | | |
| Employer’s/Volunteer Manager’s/Tutor’s name and address | | |  | | Your job title (if applicable): |  |
|  | | | | | Date appointed (if applicable): |  |
|  | | | | | Notice period(if applicable): | **N/A** |
|  | | | | |  |  |
| Main duties: | |  | | | | |
| Reason for leaving (if applicable): | **N/A** | | | | | |
| May we contact you at work if necessary? (if applicable): | | | |  | Yes | No |

**EMPLOYMENT HISTORY**

**PREVIOUS EMPLOYMENT/VOLUNTEERING HISTORY (most recent first)**

We reserve the right to obtain references or to contact previous employers in addition to your named referees.

**Please note:** *for posts within children and young people services or adult regulated services, please explain any gaps in your employment history.*

|  |  |  |  |
| --- | --- | --- | --- |
| ***Employer’s name and address, telephone number and email*** | ***Job title and brief description of duties*** | ***Date from/to DD/MM/YY*** | ***Reason for leaving*** |
|  |  |  | **N/A** |
|  |  |  | **N/A** |
|  |  |  | **N/A** |
|  |  |  | **N/A** |
|  |  |  | **N/A** |

*Please continue on a separate sheet if required*

**REFERENCES**

Referees named on this form must be your current (most recent) and previous employer. If you have not previously been employed, or are returning to work after a substantial career break and are unable to provide previous employment references, please provide alternatives, e.g. the name of your course Tutor(s) / Head Teacher or a suitable professional. We may contact **referees prior to interview. If you do not wish us to contact the referee before interview please enter ‘x’ in the box.**

|  |  |
| --- | --- |
| **CURRENT (MOST RECENT) EMPLOYER/VOLUNTEER MANAGER/TUTOR** | **PREVIOUS EMPLOYER/VOLUNTEER MANAGER/TUTOR** |
| Name (title, forename, surname) | Name (title, forename, surname) |
| Capacity known to you | Capacity known to you |
| Organisation | Organisation |
| Email: | Email: |
| Telephone Number: | Telephone Number: |
| Address: | Address: |
|  |  |

**SUPPORTING STATEMENT**

The information you provide in this section will be used in assessing your application and will determine whether you are shortlisted for interview or not. Please use this space to state how your skills, experience and training would enable you to meet the requirements of the role for which you are applying. Please refer to the criteria outlined in the person specification and respond in the order that each criteria point appears.

|  |
| --- |
|  |

**QUALIFICATIONS & PROFESSIONAL MEMBERSHIPS**

**EDUCATION/TRAINING**

|  |  |
| --- | --- |
| Qualification and professional memberships obtained that may be relevant | |
|  | |
| Dates | Other training / short courses / other experience relevant to this application |
|  |  |

Please continue on a separate sheet if required

|  |
| --- |
| Are you related to a Trustee or Senior member of staff? Yes  No  If ‘yes’ please provide Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  All forms of canvassing will automatically disqualify candidates from appointment, e.g. you must not ask a Trustee or member of staff to use their influence to help you get a job. |
| If selected for interview, you must, at that stage, make known any personal or business relationship, which may conflict with the  role applied for. |
| If you are selected for interview, we would prefer to contact you by email. Please select: email  letter |

**DATA PROTECTION LEGISLATION**



**The information you have provided will be held in compliance with the Data Protection Act 1998.**

We may additionally ask you to complete a Health Check if you are offered the post.

**DECLARATION**

I declare that the information I have provided on this application form is full, accurate and complete and I understand that if I provide false information, or fail to provide full, complete and accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of the offer of appointment, or to my dismissal, if I have been appointed. Any offer of employment is subject to receipt of satisfactory completion of recruitment checks applicable to the post.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_