# Southmead Development Trust Application for Employment

Information for applicants:

CV's will not be accepted.

All sections of the form must be completed.

Please complete in black pen to aid photocopying.

Position applied for:

How did you find out about the vacancy?

## Personal Details

Southmead Development Trust is an Equal Opportunities employer and is working towards making sure that the workforce fairly represents all sections of the community.

All the information on this sheet is strictly confidential.

|  |
| --- |
| Full name: |

|  |
| --- |
| Address (including postcode): |

|  |
| --- |
| Telephone numbers (including area code):  Home: Daytime:  Mobile: |

|  |
| --- |
| e-mail address: |

|  |
| --- |
| National Insurance No: |

Details of current or most recent employment (this may be paid or unpaid)

|  |
| --- |
| Job Title: |

|  |
| --- |
| Salary: |

|  |
| --- |
| Brief description of job and main duties: |

|  |  |
| --- | --- |
| Start date in this job: | End date:  (if appropriate) |

|  |
| --- |
| Name and address of employer: |

|  |
| --- |
| Postcode: |

|  |
| --- |
| Telephone Number: |

|  |
| --- |
| How much notice do you need to give? |

**Education and Qualifications**

**Applicants offered a post will be asked to verify their qualifications on appointment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secondary schools  and/or colleges attended | Full or  part time | From | To | Exams passed and qualifications  gained (including NVQs) including grades |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Training (e.g. short courses; further development)**

|  |  |  |
| --- | --- | --- |
| Course Title | Date | Qualification (if appropriate) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Previous employers including voluntary positions

|  |  |  |  |
| --- | --- | --- | --- |
| Employer name and address | Start/end dates of employment | Salary | Job Title and Brief Description of Duties/Responsibilities |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

(Please continue on a separate sheet if necessary)

**Further Information**

Using the essential and desirable criteria listed on the person specification as headings, please say how your knowledge, skills and previous experience (paid or unpaid) are relevant to this post.

(Please continue on a separate sheet if necessary**)**

PERSONAL REFERENCES

Please give the names and addresses of two referees from whom we may seek information regarding your suitability for employment. If you are currently employed, one of the referees must be your current employer.

(If you do not wish your referees to be approached at this stage, you should request this in writing with reasons)

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Job Title |  | Job Title |  |
| Relation to you |  | Relation to you |  |
| Address |  | Address |  |
| Tel No |  | Tel No |  |
| Fax |  | Fax |  |
| e-mail |  | e-mail |  |
| I am happy for them to be contacted before job offer is made: **Yes** / **No (please circle)** | | I am happy for them to be contacted before job offer is made: **Yes / No (please circle)** | |

If short-listed for an interview, please give any days/dates when you would NOT be available:

|  |
| --- |
|  |

Do you require a work permit to work in this country? Yes / No

If you have ticked yes, do you have a valid work permit? Yes / No

REHABILITATION OF OFFENDERS

|  |
| --- |
| Southmead Development Trust is committed to working within the Rehabilitation of Offenders Act 1974. We will ensure that decisions on the employment of new staff members are made which balance the safety of service users with good practice on employing ex-offenders. Do you have any unspent convictions to declare which may be of relevance to the position for which you are applying?  DBS checks may be completed prior to a contract of employment being offered. Non disclosure of any relevant information on this form could lead to the offer of a post being withdrawn. |
|  |

**Declaration**

**Please note that any false claim may make this application void. If employment has begun, you may be dismissed.**

**‘I declare that the information contained in this application is correct’.**

Signed: Date:

# Equal Opportunities Monitoring

To assist us in applying good practice in Equal Opportunities and for monitoring only, please complete the separate Equal Opportunities Monitoring Form you should have received with your application pack.

If you do not have this form it is available from the Greenway Centre reception and the Southmead Development Trust website at: <https://www.southmead.org/sdt-equal-opps-monitoring-form/>