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**JOB APPLICATION FORM**

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

Please type directly in this form using *Microsoft Word* or print and complete the form in CAPITALS.

 Position applied for:

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| --- |
| Job title:  |

|  |
| --- |
| Where did you see this post advertised?  |

1. Applicant’s details

|  |  |  |
| --- | --- | --- |
| Title: | Surname: | First name: |
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| --- |
| Home address:  |
|  |
| POST CODE: |

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| --- |
| Telephone numbers: please include full STD area code |
| Home:  |
| Work : |
| Mobile *(where possible*): |

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| email address (where possible):  |

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| --- | --- |
| Do you hold a current driving licence? |  **Yes**/**No** |

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| --- | --- |
| Please tell us if there are any reasonable adjustments we can make to assist you in your application or with our recruitment process. Such as may be required for a disability, long-term health condition, learning difference or impairment? |  |

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| Are there any restrictions regarding your employment? e.g do you require a Work Permit? | **Yes**/**No***If invited to interview you will be asked to provide evidence of your right to work in the UK.*  |
| Do you have any offences which are currently *unspent* under the Rehabilitation of Offenders Act 1975? (you do not need to disclose anything that is deemed spent)  |  **Yes/No***If invited to interview you will be asked to sign a criminal record declaration with regard to unspent convictions prior to the interview.* |

|  |  |
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| How much notice do you need to give to your current employer?  |  |

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 *Section 5: Experience /skills.*

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| --- |
| 1. Current/most recent employer/organisation  |
| Name:  |
| Address:  |
| Job Title:  | From: | To:  |
| Brief description of duties:  |
| Reason for leaving/changing:  |
| Salary per annum (£) |

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| 2. Employer/organisation  |
| Name:  |
| Address:  |
| Job Title:  | From: | To:  |
| Brief description of duties:  |
| Reason for leaving/changing:  |
| Salary per annum (£) |

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| 3. Employer/organisation  |
| Name:  |
| Address:  |
| Job Title:  | From: | To:  |
| Brief description of duties:  |
| Reason for leaving/changing:  |
| Salary per annum (£) |

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| 4. Employer/organisation  |
| Name:  |
| Address:  |
| Job Title:  | From: | To:  |
| Brief description of duties:  |
| Reason for leaving/changing:  |
| Salary per annum (£) |

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.

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| --- | --- | --- | --- |
| Name of school/college/ university/training body | Subject studied | Qualification/ Level | Date gained  |
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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 the advertised post.

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| --- | --- |
| Training Course | Date  |
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5. Experience / Skills

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.

After reading the Job Description carefully, consider to what extent you have gained the skills and experience necessary for the post. Your experience need not have been gained in paid employment and may include special interests relevant to the post. It is important that you provide evidence of your achievements by giving examples to support your application. You may wish to use the headings in the person specification in order to set the information out clearly.

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6. INTERESTS/HOBBIES

Please tell us a little about any other interests or hobbies you may have.

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1. references

Please give name, address and position/occupation of two referees. One must be your present or most recent employer. References will only be taken up for the successful candidate. Testimonials or references from friends and relatives are not acceptable.

|  |
| --- |
| 1. Name:  |
| Position:  |
| Organisation:  |
| Address:  |
| Tel:  |
| Email: |

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| --- |
| 2. Name:  |
| Position:  |
| Organisation:  |
| Address:  |
| Tel:  |
| Email: |

1. declaration and signature

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| --- |
| * The information supplied in this application form is accurate to the best of my knowledge.
* I give permission for my personal data to be stored and processed for the purpose of arriving at selection decisions, for it to be used as a basis for a personnel record, and for sensitive data to be used for the purpose of diversity monitoring.
* I acknowledge and agree that knowingly supplying false, inaccurate or deliberately misleading information at any stage of the application and recruitment process, or at any time thereafter, will invalidate my application and may result in the withdrawal of any offer of employment or the termination of employment with Eden Rivers Trust without notice.
* I am aware that if I am offered **an interview** with Eden Rivers Trust I will need to
1. provide evidence of the right to work in the UK
2. complete a criminal records declaration in relation to unspent convictions
* I am aware than if I am offered **employment** with Eden Rivers Trust I will be required to complete a Disclosure & Barring Service (DBS) check . I recognise that failure to give permission, or supply required information, for a DBS check may result in the withdrawal of an offer of employment or the termination of employment with Eden Rivers Trust.

Signed Date  |
|  |

**Privacy statement**

By signing and returning this application form you consent to Eden Rivers Trust using and keeping the information about you relating to your application or future employment provided by:

* You in this application form,
* Third parties such as referees,
* Identity documents such as a passport, or
* As part of the interview process.

We use the data you provide to attract and appoint the strongest candidates to work with us. This is on the basis of legitimate interest. We also collect data under our obligations and rights in relation to employment law.

This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. Such information may include details relating to ethnic monitoring and disability: these will be used solely for internal monitoring and will not be disclosed outside of Eden Rivers Trust.

Any sensitive health information is only processed so that we can make any reasonable adjustments if you are offered the role.

 You are not obliged to complete the diversity form, and non-completion will not affect your application in any way.

For more information about how and why we use your personal data, please visit: <https://edenriverstrust.org.uk/privacy-policy/>

**To apply for the advertised role:**

Please return your completed form together with your completed Diversity Monitoring Form to:

**Eden Rivers Trust, 4 Cowper Road, Gilwilly Industrial Estate, Penrith. CA11 9BN** or

Email to: **office@edenrt.org**

We will always acknowledge receipt of your application if you submit it by email.

Due to limited staff capacity, we are unable to respond in person to every candidate who is not shortlisted, if you have not heard from us within two weeks of the application deadline, please assume on this occasion your application has be unsuccessful.

Thank you for your interest in working for Eden Rivers Trust.