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Employment Application Form

Please complete this form in full electronically. Return the form to [commissioner@girlguidingglos.org.uk](mailto:commissioner@girlguidingglos.org.uk).

|  |  |
| --- | --- |
| **Position applied for** | **Activity centre manager** |
| Location | Deer Park, Cowley, GL53 9NJ |
| Where did you find out about this vacancy? (Please give the specific publication/website name if applicable) |  |

**Personal details**

|  |  |
| --- | --- |
| Surname |  |
| Forename(s) |  |
| Address |  |
| Postcode |  |

**Contact details**

|  |  |
| --- | --- |
| Mobile number |  |
| Home telephone number |  |
| Email address |  |

**Referees**

We need references from two of your most recent employers, one of whom must be your present employer if possible. If you are unable to do this please provide the names of academic or professional referees

|  |  |
| --- | --- |
| Name Name | Name |
| Address | Address |
| Organisation | Organisation: |
| Position in organisation | Position in organisation |
| Relationship to you | Relationship to you |
| Tel | Tel |
| Email | Email |

*Please put a cross in the box if you do not wish us to contact the referee before interview. We prefer to receive at least one reference prior to interview.*

**Education and training**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates from/to | Full/Part time | Institute/Awarding Body | Qualifications gained/  Training attended |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Professional membership**

|  |
| --- |
| Are you a member of a professional body or other organisation(s) relevant to the post/job? Yes/No |
| If ‘Yes’, please provide details here (including level of membership): |

**Employment history**

(Including vocational, temporary or voluntary work, and any periods of unemployment)

**Present or last employer**

|  |  |
| --- | --- |
| Employer’s name and contact details (including address with postcode, telephone number and email address) |  |
| Dates employed |  |
| Position(s) held |  |
| Brief description of duties |  |
| Reason(s)for leaving |  |
| Current or most recent salary per year | £ |
| Length of notice required |  |

**Previous employment (most recent first)**

|  |  |
| --- | --- |
| Employer’s name and contact details (including address with postcode, telephone number and email address) |  |
| Dates employed |  |
| Position(s) held |  |
| Brief description of duties |  |
| Reason(s) for leaving |  |

|  |  |
| --- | --- |
| Employer’s name and contact details (including address with postcode, telephone number and email address) |  |
| Dates employed |  |
| Position(s) held |  |
| Brief description of duties |  |
| Reason(s) for leaving |  |

**Details of your previous appointments (except for the ones listed above)**

|  |  |  |
| --- | --- | --- |
| **Employer** | **Post held** | **Dates** |
|  |  |  |
|  |  |  |
|  |  |  |

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| --- |
| **If appointed, when could you begin?** |

|  |
| --- |
| Have you applied to, been interviewed by, or worked for Girlguiding Gloucestershire previously? Yes/No  If ‘Yes’, please give details here: |
| Are you related to current or former employees, committee members or a member of any other official Guiding body? Yes/No  If 'Yes', please give details here: |

**Do you have the appropriate leave to work in the UK for the job you have applied for?**

The British Asylum and Immigration Act requires that all successful candidates must provide evidence of their immigration status and eligibility to work in the UK. You will be asked to provide evidence, if you are called for an interview.

**Criminal Convictions – Rehabilitation of Offenders Act 1974**

|  |
| --- |
| Have you ever been convicted of a criminal offence? Yes/No  If ‘Yes’, please give details here, and refer to [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974) |

**Personal statement**

Using the job description and person specification, provide us with your reasons for applying for the job and give examples of work, voluntary or life experiences that are relevant to the job and person specification. Please also explain how your skills, qualifications and overall experience relate to the requirements of the job. Your statement should not run to more than two pages of A4.

|  |
| --- |
| Personal statement |

**Declaration**

By submitting this application form you are giving permission for your personal information to be stored and processed for the purpose of arriving at selection decisions, for it to be used as a basis for a personal record and for sensitive data to be used for the purpose of equal opportunities monitoring. If you are appointed to this post based on any false information you have knowingly supplied, your employment may be terminated.

The information I have given in this application is, to the best of my belief, accurate.

|  |  |
| --- | --- |
| Name | Date |