

**Job Application Form**



|  |  |
| --- | --- |
| Last Name: | First Name(s): |
| Address: | Telephone (Daytime): |
| Telephone (Evening): |
| Postcode: | E-mail address: |



|  |  |
| --- | --- |
| Are you involved in any activity which might limit your availability to work or your working hours e.g., local government? If YES, please give full details: | Yes / No |
| Are you subject to any restrictions or covenants which might restrict your working activities? If YES, please give full details: | Yes / No |
| Are you willing to work evenings if required? Please give details of any hours which you would not wish to work: | Yes / No |
| Have you any convictions, other than spent convictions under the Rehabilitation of Offenders Act 1974? If YES, please give full details: | Yes / No |
| Have you ever worked for the GSA before? If YES, please give full details: | Yes / No |
| Do you need a work permit to take up employment in the U.K.? | Yes / No |

|  |  |  |  |
| --- | --- | --- | --- |
| Schools attended (from age 11) | From | To | Examinations and Results |
|  |  |  | ’ |
| College or University | From | To | Courses and Results |
|  |  |  |  |
| Further Formal Training | From | To | Diploma/Qualification |
|  |  |  |  |
| Job related Training Courses  Name of Organisation | Date | Subject | |
|  |  |  | |
| Please give details of any technical or professional associations: | | | |
| Please list languages spoken and the level of competence | | | |

**EDUCATION & PROFESSIONAL QUALIFICATIONS**

**(ORIGINAL DOCUMENTS AS PROOF OF QUALIFICATION WILL BE REQUIRED AT INTERVIEW)**



|  |  |
| --- | --- |
| Title of Post: | Salary: |
| Name & Address of Employer: | Business of  Employer |
| Date  Commenced: |
| Date ended  (if applicable) |
| Brief description of duties:  The Role:    Outcomes: | |
| Reason for leaving or wishing to leave: | |
| Number of days absent due to sickness in past 12 months: | |
| Period of notice required to terminate present employment: | |

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Address of Employers | Position held/Main duties | Dates | Reason for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |



**Information in support of your application**

Please read carefully the particulars for the vacancy and provide evidence showing how you meet the selection criteria given in the Person Specification for the post. You should provide details of relevant skills, abilities and knowledge that you have which will enable you to carry out the job effectively. These may have been gained from any aspect of your life, such as work experience (paid or unpaid), education, training, or hobbies and interests, providing you focus on their relevance to the requirements of the job. You may include a CV in addition to your application, but a CV will not be accepted without a completed application form. Please enclose further pages if required.

|  |
| --- |
|  |

**REFERENCES**

|  |  |
| --- | --- |
| Please provide two referees, one of whom should be your current or most recent employer: | |
| Name: **Available on request but not prior to any interview confirmation** | Name: **Available on request but not prior to any interview confirmation** |
| Relationship: | Relationship: |
| Address: | Address: |
| Tel No: | Tel No: |
| Email Address: | Email Address: |
| Contact prior to interview YES/NO | Contact prior to interview YES/NO |

**DECLARATION**

|  |
| --- |
| I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal.  I understand these details will be held in confidence by the Company, for the purposes of ongoing personnel administration and payroll administration in compliance with the Data Protection Act 1998. I undertake to notify the Company immediately of any changes to the above details.  Signed ……………………..… Date ……….……Name …………………………..… |
|  |
| **Please return completed forms, marked Private and Confidential, to Darryl Butcher, via email to** [**recruitment**](about:blank)**@yorkgsa.org** |
| Please let us know how did you hear about this vacancy: |