





| 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: |  |
| --- | --- |
| Are you subject to any restrictions or covenants which might restrict your working activities? If YES, please give full details: |  |
| Are you willing to work evenings if required? Please give details of any hours which you would not wish to work: |  |
| Have you any convictions, other than spent convictions under the Rehabilitation of Offenders Act 1974? If YES, please give full details: |  |
| Have you ever worked for the GSA before? If YES, please give full details: |  |
| Do you need a work permit to take up employment in the U.K.? |  |



| 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 |



| Title of Post:  | Salary: |
| --- | --- |
| Name & Address of Employer:  | Business of Employer: |
| Date Commenced: |
| Date ended (if applicable): |
| Main Duties |
| 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 |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |



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 include information on why you are interested in working for the GSA and how the organisation would benefit from your skills and experience.

Please enclose further pages if required.

|  |
| --- |



| 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 |



| 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 2018. I undertake to notify the GSA immediately of any changes to the above details. Signed ……………………..… Date …………………. |
| --- |
| *The GSA will collect and store your application and contact details for recruitment purposes only and in a way that is fully compliant with the* ***Data Protection Act 2018 which currently governs data protection in the UK, as well as the General Data Protection Regulation (GDPR)****; we will not share it with anyone else.**We would like to keep this data until our open role is filled. [We cannot estimate the exact time period, but we will consider this period over when a candidate accepts our job offer for the position for which we are considering you.] When that period is over, we will either delete your data or inform you that we will keep it in our database for future roles. Anonymous data may be recorded for****equal opportunities purposes.*** |

**Please return completed forms, marked Private and Confidential, via email to recruitment@yorkgsa.org**

| Please let us know how did you hear about this vacancy: |
| --- |