|  |  |
| --- | --- |
| Groundwork Application Form  Please complete this Application Form in black ink or word processing. | ggncolour2 |

|  |  |
| --- | --- |
| Last name: (Mr, Mrs, Miss, Ms etc….) | First Name: |
| Address: | Home telephone: |
| Work telephone: |
| Email: |
| Position applied for? | How did you find out about this post?  (Newspaper advert, internet, internally, word of mouth etc) |
| **ID No: (For office use only)** |

EDUCATION HISTORY

Please list a brief educational background. (Max 750 Characters, across both columns)

|  |  |
| --- | --- |
| Name and place of Educational Facility | Qualification Gained |
|  |  |

Please give details of any courses, training or qualifications that you feel are relevant to this post. (Max 750 Characters, across both columns)

|  |  |
| --- | --- |
| Name and place of course / training | Qualification Gained |
|  |  |

EMPLOYMENT HISTORY

Please give details of your relevant employment history starting with your present or most recent employer and work backwards in chronological order.

(Max 8000 Characters, across all columns)

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Organisation | Job Title and Brief Details of Responsibilities and Reason for Leaving | Date From  DD/MM/YYYY | Date To DD/MM/YYYY |
|  |  |  |  |

CONTINUATION – EMPLOYMENT HISTORY

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Organisation | Job Title and Brief Details of Responsibilities and Reason for Leaving | Date From  DD/MM/YYYY | Date To DD/MM/YYYY |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

ADDITIONAL INFORMATION

Please describe why you feel you are suited to the position (e.g. personal attributes, relevant experience, skills and knowledge, referring in particular to the essential requirements on the person specification). Only use the space allowed below. Any more than this will be disregarded. DO NOT ATTACH YOUR CV. (Max 7500 characters)

|  |
| --- |
|  |

ADDITIONAL INFORMATION – CONT.

|  |
| --- |
|  |

|  |
| --- |
| Please give details of any voluntary organisation, committee, council or professional bodies with which you are involved or a member of: (Max 3500 Characters) |

**ENTITLEMENT TO WORK IN THE UK**

To comply with the Immigration, Asylum & Nationality Act 2006 all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see an appropriate official document if you are successful in your application. Do not send anything now.

Do you require a work permit to take up employment in the UK?

**Yes** or **No**  (Please delete as appropriate)

If so, do you have such a permit? **Yes** or  **No** (Please delete as appropriate)

If so please give the expiry date:

**REFERENCES**

Please give details of two referees (not relatives) who know you well and can provide current information about your work experience and skills. One referee should be your present or most recent employer. References will only be taken up once the interviewing process has taken place.

|  |  |
| --- | --- |
| 1. Your present or most recent  employer: | 2. Other referee: |
| Name: | Name: |
| Job title: | Job title: |
| Address: | Address: |
| Tel No: | Tel No: |
| Capacity in which you are known to the referee: | Capacity in which you are known to the referee: |

|  |
| --- |
| Under the Data Protection Act 1998, Groundwork is required to notify applicants and prospective employees on how their data will be processed and used. All of this application form apart from the equal opportunities monitoring form will be retained by Groundwork for a maximum of six months, unless you are the successful applicant for the post, in which case the application form will become part of your employee record. Some of the data you provide is considered to be Sensitive Personal Data i.e. gender, race, age. This information will be used to assist us with recruitment monitoring. It will be held separately from application forms. It will also be held in computer format.  By signing this form you are giving consent to Groundwork to use this data in the way described above.  *I confirm that the information I have given on this form is correct and complete and that misleading statements may be sufficient for cancelling any agreements made. I confirm I am not subject to immigration control (Asylum and Immigration Act 1996).*.  Signed……………………………………….…… Date ………….……………. |