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| Groundwork Application Form  Please complete this Application Form in black ink or type | G:\Marketing & Communications\Logos\GWEast square.jpg |

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| Last name: | First Name: |
| Address: | Home telephone: |
| Email: | Mobile: |
| Position applied for: | Please tell us where you saw this post advertised:  Publication (please specify):  Internet (please specify):  Social media (please specify):  Other (please specify): |
| Preferred hours (min 22.5 hours – max 25 hours) per week: |
| Preferred Office Base: |

EDUCATION – Please give details of your full time education since the age of 15.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | | Name of School, College or University | Qualifications |
| From | To |
|  |  |  |  |

Please give details of any other courses attended and qualification, if any, achieved.

|  |  |  |
| --- | --- | --- |
| Date | Name and place of course | Qualification |
|  |  |  |

EMPLOYMENT HISTORY

Please give any details of jobs you have held starting with your present of most recent employer and work backwards in chronological order. Include in this any periods of military service, registered unemployment and temporary/voluntary employment.

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| --- | --- |
| Number of days sick leave in the last 12 months |  |

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| --- | --- | --- | --- |
| Dates | | Employer’s name, address, type of business, salary and notice required. | Position held, duties, responsibilities and reason for leaving. |
| From | To |
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ADDITIONAL INFORMATION

Please use the space below to detail any additional information which you feel may support your application. Please present your information against relevant essential and desirable headings in the Person Specification (any more than 2 pages will be detached and will NOT be considered as part of the application). \*\* PLEASE DO NOT ATTACH YOUR CV. \*\*

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| Within this additional information section, please include your experience of undertaking carbon footprinting services to business, local authorities and other organisations. |
| Do you possess a current UK full driving licence which enables you to drive manual vehicles?  How long have you held a full UK driving licence?  If you do not hold a UK driving licence, please give details of the current driving licence that you hold. |
| Please give details of any voluntary organisation, committee, council, or professional bodies with which you are involved: |

REFEREES

Please give details of two people (not relatives) that we could approach for references, one of which should be your current or most recent employer.  By completing this section we will assume you have given these referees permission to disclose information about you to us.  We will only apply for references once a verbal offer of employment has been made and accepted.

|  |  |
| --- | --- |
| Name: | Name: |
| Job title: | Job title: |
| Address: | Address: |
| Tel No: | Tel No: |
| Email: | Email: |
| Capacity in which you are known to the referee: | Capacity in which you are known to the referee: |

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| Under the GDPR 2018, 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 under the Data Protection Act i.e. gender, race. 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 ……………………………………………….  Please ensure that you have read and checked this Application Form thoroughly prior to submission ensuring that you have followed the instructions carefully. |

***This form contains confidential information which must not be shared with others except in accordance with Groundwork East’s Data Protection Policy and the GDPR. The Privacy Notice can be read on our website*** <https://www.groundwork.org.uk/east/about-groundwork-east/our-policies/groundwork-east-privacy-notices/>