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| Groundwork Application Form  Please complete this Application Form in black ink or type |  |

PERSONAL INFORMATION

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| --- | --- |
| Last name: | First Name: |
| Title: |
| Address: | Home telephone: |
| Mobile: |
| Email: |
| Position applied for | Please specify in which publication/Internet site you saw this post advertised: |
| Able to work occasional evening and weekend? | |

Intentionally Blank

EDUCATION – Please give details of your full time education

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | | Name of School, College or University | Qualifications |
| From | To |
|  |  |  |  |
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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 or most recent employer and work backwards in chronological order. Include in this any periods of military service, registered unemployment and temporary/voluntary employment. Please provide an explanation for any gaps in your employment history.

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

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

ADDITIONAL INFORMATION

Please use the space below to detail any additional information which you feel may support your application.

Describe why you feel you are suited to the position (e.g personal attributes, relevant experience etc. Please present your information referring to the job description and relevant essential & 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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| Please confirm you possess a current full driving licence which enables you to drive manual vehicles: |
| Please give details of any voluntary organisation, committee, council, or professional bodies with which you are involved: |

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REFEREES

Please give details of two people that we could approach for references, one of which must be your current or most recent employer.  If you do not have formal work related references please provide personal referees. By completing this section we will assume you have given these referees permission to disclose information about you to us.  References will only be contacted for successful candidates, unless prior permission by you is given (please see \*).

|  |  |
| --- | --- |
| 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: |
| \*Do you agree to the above referee being contacted prior to the interview? | \*Do you agree to the above referee being contacted prior to the interview? |

I certify that the answers in my application are my own and not **plagiarised** or written by any other individual, nor were they automatically generated using any software.

Signed: Date:

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| 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 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. |