Application form for external applicants

Personal information (confidential)

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| **Application for employment** | | | | | | | | |
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| Position applied for: | | | | | | | | |
| **Personal details** | | | | | | | | |
| Title: |  | | | | | | | |
| Name: |  | | | | | | | |
| Address: | | | | | | | | |
| Email: |  | | | | | | | |
| Telephone (landline): |  | | | | | | | |
| Telephone (mobile): |  | | | | | | | |
| National Insurance No: |  | | | | | | | |
|  | | | | | | | | |
| Do you have a current right to work in the UK? | | | | Yes | |  | No |  |
| If no, please provide details. | | | | | | | | |
| **Preferred working arrangement (please tick)** | | | | | | | | |
| Please give details below of your preferred working hours and any requests to consider a job-share | | | | | | | | |
| **Skills & Experience** | | | | | | | | |
| **What skills & experience do you possess that you could bring to the post?**  Please use this space to explain how your skills and experience meet the requirements of this job as given in the person specification. **Please explain how each point relates to the person specification.**  You may draw on skills, knowledge, experiences gained from paid/unpaid work, domestic responsibilities, education and training courses, leisure interests and voluntary activities. | | | | | | | | |
| **Employment history** | | | | | | | | |
| Name of employer(s) | | Job title and main duties | | | Date of departure and reason for leaving | | | |
|  | |  | | |  | | | |
| Please note here any other employment that you would continue with if you were to be successful in obtaining this role: | | | | | | | | |
|  | | | | | | | | |
| **Education and training** | | | | | | | | |
| Please list all examinations, qualifications, relevant training courses, workshops etc, including places of study and dates. | | | | | | | | |
| **References** | | | | | | | | |
| Please note here the names, company name (where applicable) and addresses of two persons from whom we may obtain both work and character references | | | | | | | | |
| 1. | | | 2. | | | | | |
| Please note here any membership you hold of professional bodies, including grade of membership or other relevant details: | | | | | | | | |
| **Data protection statement** | | | | | | | | |
| All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. Pathfinders will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of *consent* to process the information provided by you in this form.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.  For more information on how we use the information you have provided, please see our privacy notice for job applicants. | | | | | | | | |
| **Declaration** | | | | | | | | |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to Pathfinders being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions and probationary period. | | | | | | | | |
| **Signed:** | | | | | | | | |  | Date: |
| Please sign here: | | | | | | | | |
| You may use a separate sheet to include more information on any of the above questions if necessary, marking clearly the page number. | | | | | | | | |