

**Job Application Form**

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|  | |
| Role applied for |  |

**Personal Details**

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| --- | --- |
|  | |
| Title |  |
| First Name |  |
| Last Name |  |
| Address |  |
| Phone |  |
| Email |  |
| Do you hold a valid driving licence? |  |

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| --- | --- |
|  | |
| How did you hear about this vacancy? |  |
| Are there any reasonable adjustments which you feel should be made to the recruitment process to assist your application? |  |
| Preferred hours - full time or part time? |  |

**Education and Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| Include in this section all your relevant qualifications.  Please also indicate subjects currently being studied. | | | |
| Subject/Qualification | Place of Study | Grade/result | Year |
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**Relevant Training & Professional Development**

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| --- | --- | --- | --- |
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| Include in this section any relevant training courses that you have attended or details of courses that you are currently undertaking. | | | |
| Course Title | Training Provider | Duration | Date Completed |
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**Employment History**

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| --- | --- | --- | --- |
| Please record below the details of your current or most recent employer | | | |
| Employer Name |  | | |
| Address |  | | |
| Telephone |  | | |
| Job Title |  | | |
| Start Date |  | End Date |  |
| Salary |  | Notice Period |  |
| Reporting to (job title) |  | | |
| Reason for leaving (if applicable) | | | |
|  | | | |
| Description of your duties and responsibilities | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Previous Employer 1 | | | |
| Employer Name |  | | |
| Address |  | | |
| Telephone |  | | |
| Job Title |  | | |
| Start Date |  | End Date |  |
| Salary |  | Notice Period |  |
| Reporting to (job title) |  | | |
| Reason for leaving (if applicable) | | | |
|  | | | |
| Description of your duties and responsibilities | | | |
|  | | | |

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| --- | --- | --- | --- |
| Previous Employer 2 | | | |
| Employer Name |  | | |
| Address |  | | |
| Telephone |  | | |
| Job Title |  | | |
| Start Date |  | End Date |  |
| Salary |  | Notice Period |  |
| Reporting to (job title) |  | | |
| Reason for leaving (if applicable) | | | |
|  | | | |
| Description of your duties and responsibilities | | | |
|  | | | |

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| --- | --- | --- | --- |
| Previous Employer 3 | | | |
| Employer Name |  | | |
| Address |  | | |
| Telephone |  | | |
| Job Title |  | | |
| Start Date |  | End Date |  |
| Salary |  | Notice Period |  |
| Reporting to (job title) |  | | |
| Reason for leaving (if applicable) | | | |
|  | | | |
| Description of your duties and responsibilities | | | |
|  | | | |

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| --- | --- | --- | --- |
| Previous Employer 4 | | | |
| Employer Name |  | | |
| Address |  | | |
| Telephone |  | | |
| Job Title |  | | |
| Start Date |  | End Date |  |
| Salary |  | Notice Period |  |
| Reporting to (job title) |  | | |
| Reason for leaving (if applicable) | | | |
|  | | | |
| Description of your duties and responsibilities | | | |
|  | | | |

**Please continue on a separate sheet if required.**

**Skills, abilities and experience**

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| Please use this section to demonstrate why you think you would be suitable for the post by making reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities (2 sides A4 maximum) |
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| Do you have any unspent criminal convictions or outstanding proceedings in relation to a criminal offence? If yes, please provide details  (We reserve the right to carry out a police check where necessary) |  |
| Do you have legal rights to work in the UK? (You will be required to provide proof of your eligibility to work in the UK if you are invited for interview) |  |
| Having reviewed the Job Description, are there any reasonable adjustments which may need to be made to the job itself to enable you to carry out your daily duties?  If yes, please provide details: |  |

**References**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| Reference 1 | | | | | |
| First name |  | Last name | |  | |
| Title |  | | | | |
| Job Title |  | | | | |
| Address |  | | | | |
| Post Code |  | Country |  | | |
| Telephone |  | | | | |
| Email |  | | | | |
| Relationship to you |  | Can the referee be contacted prior to interview? | | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| Reference 2 | | | | | |
| First name |  | Last name | |  | |
| Title |  | | | | |
| Job Title |  | | | | |
| Address |  | | | | |
| Post Code |  | Country |  | | |
| Telephone |  | | | | |
| Email |  | | | | |
| Relationship to you |  | Can the referee be contacted prior to interview? | | |  |

**Declaration**

The information in this form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

By typing your name below, you are signing this application electronically. You agree your electronic signature is the legal equivalent of your manual signature on this application.

|  |  |  |  |
| --- | --- | --- | --- |
| I agree to the above declaration | | | |
| Signature |  | | |
| Name |  | Date |  |

Please send your completed application by either email or post to:

jobs@upbeatcommunities.org

Louise Mildenhall-Clarke

Finance and Operations Manager

Upbeat Communities

Overdale House

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Derby

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