

BASSETLAW ACTION CENTRE

CONFIDENTIAL

The Bassetlaw Action Centre welcomes applicants from all irrespective of gender, marital status, disability, race, age or sexual orientation.

PLEASE NOTE:

- (1) ALL SECTIONS TO BE COMPLETED IN BLACK (handwritten or typed for photocopying purposes).
- (2) Additional sheets may be attached wherever necessary.

1. APPLICATION FOR THE POST OF _____

(Please ensure you clearly state which post(s) you are applying for).

2. PERSONAL DETAILS – (Complete in block capitals)

Surname: _____ Title by which you wish to be referred: _____
(Mr./Mrs./Miss/Ms etc)

First Name(s): _____ Date of Birth: _____

Nat. Insurance No: _____

Address: _____

Telephone Numbers:

Home: _____

Business: (If we May contact you there) _____

Mobile: _____

Post Code: _____

3. EDUCATIONAL / TRAINING / QUALIFICATIONS

FROM	TO	SECONDARY SCHOOL/COLEGE UNIVERSITY/OTHER	FULL/PART-TIME/ CORRESPONDENCE ETC	QUALIFICATIONS GAINED	GRADE	DATE

RELEVANT NON QUALIFICATION COURSES ATTENDED

ORGANISING BODY	COURSE DETAILS	FROM	TO

MEMBERSHIP OF PROFESSIONAL BODY	GRADE OF MEMBERSHIP	DATE

4. PRESENT EMPLOYER OR MOST RECENT EMPLOYER *(If currently unemployed, state "UNEMPLOYED")*

5. PREVIOUS EMPLOYMENT (starting with the most recent – continue on separate sheet if necessary)

EMPLOYER	JOB TITLE	GRADE/ SALARY	DATES		REASON FOR LEAVING
			FROM	TO	
OTHER TYPES OF WORK/VOLUNTARY EXPERIENCE					

6. INFORMATION IN SUPPORT OF YOUR APPLICATION *(Continue on a separate sheet if necessary)*

Please give details of relevant experience which would support your application for this position, and your reasons for applying for this vacancy :

7. OUTSIDE HOBBIES / INTERESTS etc.

Please give brief details:

8. HEALTH/MEDICAL NEEDS

Do You Smoke? **YES/NO**

Do you require any adjustments to be made to enable you to attend interview or take up any position offered? **YES/NO**

9. REFEREES (One which should be your present employer) If shortlisted references will automatically be taken up unless otherwise indicated)

Name:	Name:
Position Held by Referee:	Position Held by Referee:
Name of Organisation and Address:	Name of Organisation and Address:
Telephone No:	Telephone No:
May references be taken up without further approval	Yes/No

10. MISCELLANEOUS

Do you hold a current driving licence YES/NO Do you have regular use of a vehicle YES/NO

Where did you see the advertisement for this vacancy? _____

Signature: _____ Date: _____

PLEASE NOTE:

- If you have not heard from us by 31st October 2014, please consider your application unsuccessful.
- To ensure a prompt consideration, please ensure this form is returned to: **BASSETLAW ACTION CENTRE, CANAL STREET, RETFORD, NOTTINGHAMSHIRE, DN22 6EZ**, to reach us by 5pm on Tuesday 30th September 2014 together with a covering letter which should be in your own handwriting stating what attracted you to the post.
- The successful applicant will be required to complete an enhanced DBS check.

DATA PROTECTION ACT

Information on this form may be held on computer. Strict confidentiality will be observed and disclosures will only be made for payroll and personnel administration purposes.