### 

### 

**APPLICATION FOR EMPLOYMENT**

**CONFIDENTIAL**

**Please send the completed form to** [**recruitment@buttleuk.org**](mailto:recruitment@buttleuk.org)**, with the job title as the subject of the email. Please also complete the Equity, Diversity and Inclusion monitoring survey** [**here**](https://www.surveymonkey.co.uk/r/63LDBH2) **– this is done via SurveyMonkey to ensure anonymity.**

Buttle UK wants to meet the aims and commitments set out in its Equity, Diversity & Inclusion strategy and policy. This includes not discriminating under the Equality Act 2010, building an accurate picture of the make-up of our workforce, and those who apply to work at Buttle UK. We need your help to collate this information by completing the [anonymous form on SurveyMonkey](https://www.surveymonkey.co.uk/r/63LDBH2), which cannot be traced back to an individual. The information given by candidates will be solely used for the purpose of reviewing and improving the recruitment process.

### 

|  |  |
| --- | --- |
| **1. VACANCY** | |
| **1.1 Post applied for:** |  |
| **1.2 Where did you see this vacancy advertised?** |  |

|  |  |
| --- | --- |
| **2. PERSONAL DETAILS** | |
| **2.1 Surname:** |  |
| **2.2 Forenames:** |  |
| **2.3 Preferred title (e.g., Mr, Mrs, Miss, Ms, Mx):** |  |
| **2.4 Home address:** |  |
| **2.5 Address for correspondence (if different):** |  |
| **2.6 Preferred telephone:** |  |
| **2.7 Preferred email:** |  |
| **2.8 If you have a disability, health condition or caring responsibility, how can we support you through the interview process?** |  |

|  |  |
| --- | --- |
| **3. EMPLOYMENT HISTORY** | |
| **3.1 Present or most recent employer:** |  |
| **Employer’s name and address:** |  |
| **Type of business:** |  |
| **Start Date:** |  |
| **Leaving Date:** |  |
| **Job Title:** |  |
| **Summary of duties and responsibilities:** |  |
| **Reason for leaving:** |  |
| **Notice period required:** |  |
| **3.2 Have you been subject to any formal or informal disciplinary action?** | **Yes / No (please delete as appropriate)** |
| **If yes, please give the reason:** |
| **3.3 Have you ever been dismissed from employment?** | **Yes / No (please delete as appropriate)** |
| **If yes, please give the reason:** |
| **3.4 Previous employment and other relevant experience:**  (Enter particulars of employment over last 10 years, most recent first. Include any unpaid work, please also let us know the reason for any breaks in employment). | |
| **Employer (Name, address, and type of organisation):** |  |
| **Job title:** |  |
| **Brief description of duties:** |  |
| **Dates employed (month & year):** |  |
| **Employer (Name, address, and type of organisation):** |  |
| **Job title:** |  |
| **Brief description of duties:** |  |
| **Dates employed (month & year):** |  |
| **Employer (Name, address, and type of organisation):** |  |
| **Job title:** |  |
| **Brief description of duties:** |  |
| **Dates employed (month & year):** |  |
| **Employer (Name, address, and type of organisation):** |  |
| **Job title:** |  |
| **Brief description of duties:** |  |
| **Dates employed (month & year):** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **4. EDUCATION/TRAINING QUALIFICATIONS** | | | |
| **4.1 FURTHER/HIGHER EDUCATION** | | | |
| **College / University /**  **Training Organisation** | **Dates**  **(From – To)** | **Qualifications**  **Obtained** | **Level** |
|  |  |  |  |
|  |  |  |  |
| **4.2 SCHOOL** | | | |
| **College / University /**  **Training Organisation** | **Dates**  **(From – To)** | **Qualifications**  **Obtained** | **Level** |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **5. PERSONAL STATEMENT** |
| **Note:** *This is the most important part of your application. It is where you tell us what makes you suitable for this post and why the post interests you.*  *Your application will be assessed against the person specification attached to the job description, which lists all the essential requirements of the post****.***  ***Please address each point of the person specification, giving details and examples of how your knowledge, experience (including lived experience), skills, abilities and achievements meet each of the specified areas.*** |
| **6. HOW WE USE YOUR DATA** |
| We will store and process your application and any associated personal information according to our Data Policy. We will keep your data for up to 6 months and then delete it if you are unsuccessful in your application.  If we engage you, the information you gave us in this form will be kept securely and form part of your record with us.  We will keep your equal, diversity and inclusion monitoring form for up to 6 months. These forms are not connected to your application, are anonymous and aggregated for monitoring purposes.  If you have any queries about our data protection policies or your data protection rights, you can contact us on [privacy@buttleuk.org](mailto:privacy@buttleuk.org) |

|  |
| --- |
| **7. DECLARATION** |
| I declare that the information given in this application is to the best of my knowledge, complete, accurate and not misleading. I understand that misleading statements and failure to disclose relevant information may result in rejection or, if employed, dismissal. |
| **Name:** |
| **Date:** |