### 

**APPLICATION FORM**

**CONFIDENTIAL**

### 

|  |  |
| --- | --- |
|  | |
| **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, Ms, Miss):** |  |
| **2.4 Home address:** |  |
| **2.5 Address for correspondence (if different)** |  |
| **2.6 Preferred telephone:** |  |
| **2.7 Preferred email:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **3. RELEVANT EDUCATION AND TRAINING** - please share details of any training or qualifications relevant to the role | | | |
| **College / University /**  **Training Body / Organisation** | **Dates**  **(From – To)** | **Qualifications / training obtained** | **Level** |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **4. OTHER PERSONAL INFORMATION** | |
| **4.1 Do you currently have the right to undertake paid employment in the UK?** | **Yes / No (delete as appropriate)** |

|  |  |
| --- | --- |
| **5. EMPLOYMENT HISTORY** | |
| **5.1 Present or most recent employer:** | |
| **Employer’s name and address:** |  |
| **Type of business:** |  |
| **Start Date:** |  |
| **Leaving Date:** |  |
| **Salary:** |  |
| **Job Title:** |  |
| **Summary of duties and responsibilities:** |  |
| **Reason for leaving:** |  |
| **Notice period required:** |  |
| **5.3 Previous employment and other relevant experience:**  (Enter particulars of employment over the last 5 years, most recent first. Include any unpaid work. Also account 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):** |  |

|  |
| --- |
| **6. 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****.***  *Use another page if you need to, but please write no more than 1000 words.* |
| **7. DATA PROTECTION & GDPR REGULATIONS**  Your application and any associated personal information will be stored and processed in accordance with our Data Policy and destroyed after six months. We will keep your equal opportunities form for a period of up to 6 months, after which point the data will be anonymised and aggregated for monitoring purposes. If you are engaged by us, the information you supply will be kept securely and form part of your record with us. |
| **8. SAFEGUARDING REQUIREMENT**  This role involves contact with children or young people. You will be required to undergo the relevant vetting and barring checks. All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance.  Any offer of employment may be withdrawn or disciplinary action taken, if information is not disclosed by you and subsequently comes to the organisation’s attention.  Confirm that you understand and agree with these requirements **Yes/No** |
| **9. Do you have any unspent convictions? Yes/No**  Please tick “Yes” if you have any convictions that are not yet spent under the Rehabilitation of Offenders Act 1974. The term ‘convictions’ is used to refer to any sentence or disposal issued by a court. If all your convictions are spent, you can tick “No”.  If you’re not sure if your convictions are unspent or spent, you can use a tool available at [www.disclosurecalculator.org.uk](http://www.disclosurecalculator.org.uk/) Motoring offences which did not result in a prison sentence do not need to be disclosed.  If yes, please provide further information |
| **INTERVIEW ARRANGEMENTS AND AVAILABILITY**  **9**. Please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process. |
| **10.** If appointed when can you start work? |

## 11. References

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

### Referee 1

|  |
| --- |
| **Referee One**  **Name:**  **Position:**  **Organisation:**  **Address:**  **Email:**  **Telephone:**  **In what capacity do you know this person?**  **May the referee be approached prior to interview?** |

### 

### Referee 2

|  |
| --- |
| **Referee Two**  **Name:**  **Position:**  **Organisation:**  **Address:**  **Email:**  **Telephone:**  **In what capacity do you know this person?**  **May the referee be approached prior to interview?** |

|  |
| --- |
| **12. DECLARATION**  By signing below, I agree that the information provided here may be processed in connection with recruitment purposes. I confirm that the information I have provided on this form (or attached) is to the best of my knowledge is correct and I accept that providing deliberately false information could result in my dismissal. |
| **Name:** |
| **Date:** |

**Please email completed forms to Recruitment@buttleuk.org**

**BUTTLE UK**

**EQUAL OPPORTUNITIES & DIVERSITY MONITORING FORM**

*Completion of this form is voluntary. This monitoring form is detached prior to short-listing and has no effect whatsoever on your application. The purpose of equal opportunities & diversity monitoring is to ensure that our recruitment policies are fair.*

**1. Application for the post of:**

**2. Last name: First names:**

*Please tick boxes as appropriate*

**3. Gender: Female Male Other**

**4. Age: 20-30 31-40**

**41-50 51-60**

**60+**

**5. Ethnic background:** I would describe my ethnic origin as*:*

**White UK/European Black Caribbean**

**Black African Black other:** please specify

**Indian Bangladeshi**

**Pakistani Chinese**

**Other:** *please specify -------------------------------*

**6. Do you consider yourself to have a disability?**

**Yes No**

***Thank you for your responses and assistance.***