

Current or most recent employment

Name and address of employer

Job Title

Current or last salary and grade

Weekly hours

Date started in Post

Date of leaving (if relevant)

Notice required in current job

Reason for leaving

Brief description of duties

Employment / Work Experience History

Please list all employment / work experience (either paid or unpaid eg. Voluntary), since leaving full time education starting with the most recent.

Employer / organisation name and nature of business	Dates from/to	Job Title / Role and brief description of main duties / responsibilities	Reason for leaving

Education and qualifications

If you are shortlisted for interview you will be asked to provide evidence of your qualifications.

Dates from/to	Educational establishment	Name of course/qualifications gained and grades

Membership of, or registration with, professional bodies

Name of professional body	Level/Type of membership	Reg. Number	Renewal date

Other relevant training e.g. short courses, personal development, special projects

Date	Organising body	Brief description of course content and skills gained

Supporting information

It is important that you provide evidence in this section of how you meet the essential and desirable criteria set out in the person specification, relating your supporting information to criteria headings as appropriate. It is only information contained in this application which will decide whether you are short listed for interview.

Tell us about things which you have been responsible for or involved in, what you have achieved and any feedback given. Include examples from paid or unpaid work or other activities you have undertaken in your personal life that are relevant to the job you are applying for. Also include here information about why you want the job and anything else you wish to say.

Please continue on a separate sheet if necessary

References

Normally, references will be requested for all candidates invited for interview only after interview. Satisfactory references will be required before an offer of employment can be made and your permission will be sought at that stage.

Please give the names and addresses of two people who would be willing to supply a reference for you. Where possible both of these should be your two most recent employers, or if you have not worked before, please use your school or college teacher/tutor. If this is not possible a suitable alternative would be a previous employer, business associate or leader/organiser of a voluntary organisation. Please do not include friends or relatives.

Ref. 1

Title Name

Organisation

Occupation

Address (in full)

Postcode

Telephone

Fax No

Email Address

Can we contact before interview?

Yes

No

How do they know you?

Ref. 2

Title Name

Organisation

Occupation

Address (in full)

Postcode

Telephone

Fax No

Email Address

Can we contact before interview?

Yes

No

How do they know you?

Disclosure of Criminal Convictions and Rehabilitation of Offenders Act 1974

The appointment of any member of staff who may have contact with, or access to children or vulnerable adults will be subject to the receipt of a satisfactory disclosure from the PVG Scheme. The presence of a criminal record will not necessarily prevent employment with BAVS. Please make the following declaration and tick the appropriate box.

I am willing to become PVG Scheme member.

Arrangements for people with disabilities

If you have a disability and have demonstrated in your supporting information that you meet the minimum (essential) criteria for the vacancy you will be invited for interview.

We will make reasonable adjustments to the recruitment and selection process (and to the job for successful candidates) if you let us know what your requirements are.

Do you have a disability? Yes No

(For definition of disability please see the Recruitment Monitoring Form)

Are there any special facilities you would like us to provide to help you attend or participate in an interview, or to perform this job? Yes No

If 'yes', please give details:

Asylum and Immigration Act 1996

Do you need a Work Permit or Worker Registration Certificate to work in the UK?

Yes No

Declaration

I understand that any offer of employment will be subject to the information on this application form being complete and correct. I authorise BAVS to make any appropriate checks which may be necessary in relation to the post I have applied for. False information, or a failure to supply the details required in this application form could make an offer of employment invalid or lead to termination of employment.

I agree that personal data given by me on this form, may be held and processed either on computer or in manual records and may be disclosed to authorised employees of the BAVS and used by the BAVS for any purpose relating to my application and prospective recruitment and employment within BAVS.

Signature

Date