**Pitsmoor Adventure Playground CIO**

# Job Application Form

###### THIS SHEET WILL NOT BE SEEN BY THE PANEL PRIOR TO SHORTLISTING

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| THE POST |
| Post Title: |

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| PERSONAL DETAILS | |
| Surname / Family Name: |  |
| First name: |  |
| Address and postcode: |  |
| Day time telephone number: |  |
| Evening telephone number: |  |
| E-mail address: |  |

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| DETAILS OF CURRENT / MOST RECENT EMPLOYMENT | |
| Job title: | Salary: |
| Employer’s name and address: | Date started: |
| Date left: |
| Brief description of duties and responsibilities: | |
| Reason for leaving: | |

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| **PREVIOUS RELEVANT EMPLOYMENT (Paid or unpaid, most recent first)** | | | | |
| Dates | Employer | Job title | Main Duties | Reason for leaving |
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| Are there any periods not accounted for? If so please explain any gaps. | | | | | | | |
| EDUCATION | | | | | | |  |
| Please use this space to give details of any formal qualifications you have, giving **the most recent first.** | | | | | | |  |
| School/College etc | Dates Attended | | Qualifications | | Grade | |  |
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| **TRAINING & PROFESSIONAL QUALIFICATIONS** | | | | | | |  |
| Other relevant training, professional qualifications or work related skills. | | | | | | |  |
| Training Qualification | | Organising Body | | Date, Duration and Outcome | | |  |
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| EDUCATION | |
| Are you undertaking any course of study at present? (is so, please give details) | |
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| **TRAINING & PROFESSIONAL QUALIFICATIONS** | |
| Do you have membership of any professional bodies? (if so, please give details) | |
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| FURTHER INFORMATION IN SUPPORT OF YOUR APPLICATION |
| Please state why you think you are suitable for this job. The information you provide will be used to evaluate your application. You should therefore ensure that you refer to the person specification and job description for the post and provide evidence of relevant experience and skills, including areas other than paid work. |
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| **OTHER DETAILS** | | |
| What is the notice required in your present post? |  | |
| Is your present post your sole regular employment? | Yes  | No  |
| Are you a British subject or a national of any EU country? | Yes  | No  |
| If not, do you have the right to work in the UK and a current work permit? | Yes  | No  |
| If so, please state the expiry date of your right to work in the uk and/or your work permit. |  | |

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| **Positive about disabled people** | |
| Do you require any special arrangements to be made for your interview on account of a disability? | |
| Yes  | No  |
| If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview/assessment and thus meet our obligations under the Equality Act 2010: | |

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| REFERENCES | | | |
| Please give the names and addresses of two people to whom we may write for references.  One referee should be your current or most recent employer or most recent relevant employer.  If you have worked for your most recent employer for less than 12 months, then we require a second employment reference. | | | |
| Current / most recent employer | | Second referee - employment or personal (*please indicate which*) | |
| Name: | | Name: | |
| Address: | | Address: | |
| Telephone: | | Telephone: | |
| E-mail: | | E-mail: | |
| If you are shortlisted, may we contact this person prior to interview? | | If you are shortlisted, may we contact this person prior to interview? | |
| YES | NO | YES | NO |

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| CRIMINAL CONVICTIONS | |
| This post is exempt from the **Rehabilitation of Offenders Act 1974**. Due to the nature of this post and the law relating to it, applicants must disclose all criminal convictions and cautions, including those that are ‘spent’.  If you are recommended for the post you will be subject to a satisfactory Disclosure and Barring Service check. This will be an **Enhanced** disclosure.  **Failure to disclose a conviction or caution could result in the withdrawal of the job offer, or a dismissal or disciplinary action.**  Any information given will be confidential and will be considered only in relation to the nature and purpose of the post for which you are applying.  Do you have any criminal convictions (other than spent convictions), cautions, warnings, reprimands, binding over or other orders, pending prosecutions or other criminal investigations? | |
| YES | NO |
| If you have any convictions or cautions to declare please provide details on a separate sheet and place in a sealed envelope marked ‘private and confidential’ and send with your application form to the address below. | |

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| DECLARATION |
| By signing this form you authorise us to check any information you have given with third parties (e.g. previous employers) and you authorise them to disclose your personal information to us.  I declare that, to the information given in this application is, to the best of my knowledge, true and correct. I accept that any false, incomplete or misleading statements or omissions may lead to my application being rejected or to my being dismissed if appointed to the post.  **Applicant’s Signature: Date:** |

Please return this form along with the accompanying Equal Opportunities Monitoring form

by email to [info@pitsmooradventure.org](mailto:info@pitsmooradventure.org)

The closing date for applications is by the **end of Monday 27th June** **2016**

Interviews will takeplace during week commencing Monday 4th July 2016