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|  | WILDSIDE ACTIVITY CENTREAPPLICATION FOR EMPLOYMENT |

*Please complete this form electronically (start typing in the shaded area) or in black ink.*

## **PART A: PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Position applied for |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Surname (block capitals) |  | Title: |  |
| First name (block capitals) |  | | |
| Address (including postcode) |  | | |
| Phone (for us to contact you) |  | | |
| Email: |  | | |
| Are you eligible to work in the UK? |  | | |

### **PART B: PERSONAL PROFILE**

Please summarise in about 150 words, why you believe you are suited to this position. (You will be able to expand on your experience, competencies and qualifications in Parts C, D & E.)

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### **PART C: EDUCATION & TRAINING**

Based on the person specification please state any educational and/or training achievements, and any relevant professional qualifications or membership of professional organisations.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Subject | Awarding Body | Qualification/Grade |
|  |  |  |  |

*Please continue on an additional sheet if necessary (or extend table)*

#### PART D: EMPLOYMENT HISTORY

Start with your current/most recent employment.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates  Start & Finish | Employer  Name & Address | Job Title& Main Responsibilities | Final Salary and Reason for Leaving |
|  |  |  |  |

*Please continue on an additional sheet if necessary (or extend table)*

**PART E: INFORMATION TO SUPPORT YOUR APPLICATION**

Looking at the job description and person specification, please explain why you are applying for the job and how you see yourself fulfilling the role. Please also give any further information relevant to your application.

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*Please continue on an additional sheet if necessary (or extend box)*

#### PART F: REFERENCES

*Please give the names and addresses of two people whom we may contact for a reference. The first of your references should be your present employer, unless you are unemployed. Referees must not be a family member.*

|  |  |  |
| --- | --- | --- |
|  | Current or Last Employer | Second Referee |
| Name |  |  |
| Job title |  |  |
| Organisation |  |  |
| Address |  |  |
| Phone |  |  |
| Email |  |  |

|  |  |
| --- | --- |
| How do you know your second referee? |  |
| Can we take up your references before interview? |  |

###### **PART G: DECLARATION**

|  |  |  |  |
| --- | --- | --- | --- |
| I declare that the information given in this form is true to the best of my knowledge and belief and give my permission for enquiries to be made to confirm qualifications, experience, dates of employment and right to work in the UK. I understand my application may be rejected and / or I may be dismissed following appointment if I have given any false or misleading information or have withheld any relevant details. I understand that I must complete a Self-Disclosure form in relation to safeguarding and also that an Enhanced Disclosure and Barring Service check will be sought in the event of a successful application.  I consent to my details being held for the purposes of recruitment and selection and am aware that my data will only be held for as long as necessary in accordance with data retention guidelines and Wildside Activity Centre’s privacy policy. | | | |
| Signed: |  | Date: |  |

If you are sending this form electronically you will be asked to sign it if you are invited for interview.

**Please return this form by email to:** [Lizh@wildsideac.co.uk](mailto:Lizh@wildsideac.co.uk) or by post to Wildside Activity Centre, Hordern Road, Wolverhampton, WV6 0HA.