**BISHOP ROAD ACTIVITY CLUBS**

**Job Application Form**

**Private & Confidential**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Post Applied for: |  | | | | |
| Last name: |  | | | **First name** |  |
| Address: |  | | | | |
|  |  | | | | |
|  |  | | | | |
| Postcode: |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Home Phone No:** |  | **National Insurance No:** |  |  |  |  |  | | |  | |  |  | |  |
| **Daytime Phone No:** |  | | | | | | | | | | | | | | |
| **Mobile Phone No:** |  | | | | | | | | | | | | | | |
| **E-mail address:** |  | | | | | | | | | | | | | | |
| Please circle as appropriate:  **Can we contact you at work?** | | | | | | | |  |  | | Yes | | | **No** | |
| Do you have any restrictions on your right to work or remain in the UK? (If yes, please provide details) | | | | | | | |  |  | | Yes | | | **No** | |
| **If you are invited to attend for assessment or interview, do you have any special requirements? (If yes, please specify)** | | | | | | | |  |  | | Yes | | | No | |
| **Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)** | | | | | | | |  |  | | Yes | | | No | |
| |  | | --- | | **Foreign Languages Spoken if applicable:** | | **Please give a date when you would be available for employment:** | | **How did you find out about this job/vacancy:** | | | | | | | | | | | | | | | | |  |  |  | No |

### INFORMATION FOR APPLICANTS

**Please complete each section fully, add additional sheets if needed, CVs will not be accepted. This form can be made available in other formats on request.**

**EDUCATION (starting with most recent)**

|  |  |  |
| --- | --- | --- |
| **Name and address of schools/colleges** | **Qualifications gained and grades** | **Dates attended (from...to)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**TRAINING (starting with most recent)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Name of college/body providing course** | **Qualification if applicable** | **Date** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**PRESENT/MOST RECENT EMPLOYER**

|  |  |  |
| --- | --- | --- |
| **Job title** | | |
| **Brief description of job and main duties:** | | |
| **Start date** | | **End date ( if appropriate)** |
| **Name of employer** |  | |
| **Address of employer** |  | |
|  | |
|  | |
| **How much notice do you need to give?** | | |

**PREVIOUS EMPLOYMENT (include paid and voluntary work) (starting with most recent)**

|  |  |  |
| --- | --- | --- |
| **Employer/Place of work** | **Position/Brief outline of duties** | **Date (from...to)** |
|  |  |  |
|  |  |  |
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**GAPS IN EMPLOYMENT OR TRAINING**

Please indicate and explain any gaps since first leaving secondary education.

|  |  |  |
| --- | --- | --- |
| Date from | Date to | Reason for gap |
|  |  |  |
|  |  |  |

**SICKNESS / ABSENCE**

|  |  |
| --- | --- |
| How many days have you taken within the last 24 months? |  |

**FURTHER INFORMATION**

Please say how your skills, knowledge and previous experience, whether paid or unpaid, are relevant to this post and how they meet the criteria listed on the employee specification. You may also wish to outline personal achievements, whether in paid employment or elsewhere to demonstrate personal qualities or interests. Please continue on a separate sheet, if necessary.

|  |
| --- |
|  |

**REFEREES**

Please give the names and addresses of two people who are willing to provide a reference. These should, if possible, include a previous employer, and not be relatives.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Address |  | Address |  |
|  |  |  |  |
|  |  |  |  |
| Tel: |  | Tel: |  |
| Email: |  | Email: |  |

|  |  |
| --- | --- |
| Capacity in which you know this person: | Capacity in which you know this person: |
| References will be taken up for shortlisted candidates only prior to interview. If you do not wish the references to be contacted prior to interview enter X in the relevant box:  Do not contact Do not Contact | |

Please return this form to:

BRAC, Pavilion House, Bishop Road, Bishopston, Bristol, BS7 8LX or email to playleader@bishoproadactivityclubs.com

**Please note: This post is subject to satisfactory references and a successful DBS check at enhanced level. BRAC will arrange and pay for your disclosure check if you are offered the post. However if you decide to leave your employment with BRAC or you are dismissed for any reason within six months of your start date we reserve the right to deduct half of the cost of the DBS check from your final salary.**

**DECLARATION (please read carefully before submitting application)**

1. I confirm that all the above is complete and correct and that any untrue or misleading information will give my employer the right to terminate my employment.

2. I agree that should I be successful in this application, I will be required to obtain an enhanced disclosure from the Disclosure & Barring Service and should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

**Signed: .............................**...........................

**Full Name:**  ........................................................

**Date:** ........................................................

|  |
| --- |
| **FOR OFFICE USE ONLY** |
| Interviewed by: Date: |
| Details: |
| Decision: **Accept Reject**  Reasons: |
| References sent:  Received: |
| DBS: Completed Sent Cleared |