**Application Form**

**Do not send your C.V. with this application**

**1.** **Personal details**

Please ensure your application is legible if you are completing this form manually.

Only give a daytime number if you are able to receive calls.

The information that you provide in your application is the **only** information we will use in deciding whether or not you will be called for interview.

Post applied for

First name Surname

Address

Day time tel. no. Evening tel. no.

Email address

Do you hold a current driving licence? Yes No

**2.** **Rehabilitation of offenders act 1974**

Having a relevant conviction does not automatically bar you from employment. Volunteer Cornwall will consider applicants on their merits and in relation to the post for which they are applying. Please give details of any convictions (excluding spent convictions):

**3.** **Present employment status**

Give the names and addresses of two people we can contact for references, one of whom should be your current employer, if you are in work or last employer if unemployed. The referees must be able to comment on your knowledge, experience and your ability to do the job that you have applied for.

**Referee 1 (current or most recent employer) Referee 2**

Name Name

Job title Job title

Organisation Organisation

Address Address

Tel. no. Tel. no.

Email address Email address

May we approach this person before interview? Yes No

Notice period required

**4. Qualifications
(You may be required to provide proof of qualifications at interview)**

|  |
| --- |
| **Qualifications (including GCSE & A levels)****Please include Year of examination/assessment & Results with grades** |
|     |
| **Membership of professional/technical associations and include membership number (please indicate whether membership follows final examination):**  |

**Training**
please list courses or other training which are relevant to this post

**Leisure interests**

|  |  |  |
| --- | --- | --- |
| Training course | Organising body | Dates |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |

**5. Paid work history**

 Please give a summary of your career to date starting with your most recent employment.
 Detailed information should be given in section 7. Please use additional A4 sheet if necessary.

|  |  |
| --- | --- |
| Name & address of employer  | Position held and main duties    Period from to  Salary  Reason for leaving  |
| Name & address of employer  | Position held and main duties    Period from to  Salary  Reason for leaving |
| Name & address of employer  | Position held and main duties    Period from to  Salary  Reason for leaving |
| Name & address of employer  | Position held and main duties    Period from to  Salary  Reason for leaving |

**6. Unpaid work history**

Please give a summary of any voluntary/community/caring roles that you have undertaken.

|  |  |
| --- | --- |
| Name & address of employer  | Position held and main dutiesPeriod from to  Reason for leaving  |
| Name & address of employer  | Position held and main dutiesPeriod from to  Reason for leaving  |
| Name & address of employer  | Position held and main dutiesPeriod from to  Reason for leaving  |
| Name & address of employer  | Position held and main dutiesPeriod from to  Reason for leaving  |

**7.**  **Information in support of your application**

**PLEASE READ THE COVERING LETTER AND GUIDANCE DOCUMENT FOR COMPLETING THIS SECTION**

Using specific examples, describe how your achievements satisfy our person specification.

Write a short paragraph for each bullet point in turn.

Please include a paragraph explaining why you have applied for this particular post and how you think your values align with those of Volunteer Cornwall.

Providing any misleading or false information to support your application will disqualify you from applying or if appointed will make you liable to dismissal without notice.

**Declaration**

I hereby declare that this information I have given is correct and that I have understood and complied with the requirements laid down in the previous pages and I agree that the information given on this form which has been provided by me maybe used for registered purposes under the data protection act.

*(Electronically sign below or type your full name to agree to the declaration)*

Signature Date

Where did you find out about this vacancy?

**TO BE COMPLETED BY ALL APPLICANTS**

You will be unable to undertake work with Volunteer Cornwall until we have completed a Disclosure Barring Service (DBS) check. Please sign below to give your permission for this.

I, (name), give my permission for a DBS check to be carried out.

Signed Date