**Personal Details**

|  |  |
| --- | --- |
| **Name** |  |
| **Home Address** |  |
| **Phone Number (day)** |  |
| **Phone Number (evening)** |  |
| **Email** |  |
| **If successful, how soon could you take up the post?** |  |
| **Do you require a work permit to work in the UK?** |  Y / N |

**Qualifications** (Academic and/or Professional)

|  |  |  |  |
| --- | --- | --- | --- |
| **School/College/****University** | **Dates attended** | **Qualification and Grade** | **Awarding Body** |
|  |  |  |  |

**Additional Training** (Please give details of any training/short courses, which you think are relevant to your application).

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| **Details** |
|  |

**Employment History**

Please provide details of past and present work, **starting with the current or most recent.**  This can be paid work, voluntary work, school placements, life experiences, and time spent caring for dependants etc.

|  |
| --- |
| **Current / Most Recent Role** |
| **Job Title** |  |
| **Employer** |  |
| **Start Date** |  | **End Date** |  | **Salary/Grade** |  |
| **Address** |  |
| **Main Duties /****Responsibilities** |  |
| **Reason for****Leaving** |  |

**Employment History** Continued

|  |  |  |  |
| --- | --- | --- | --- |
| **Details**Please include details such as Job Title, Employer, and aSummary of your main duties and responsibilities | **Start****Date** | **End****Date** | **Reason for****Leaving** |
|  |  |  |  |

**References**

Please provide the names and addresses of two people who are willing to give references, one of whom must be your current or latest employer.

**Referee 1**

|  |  |
| --- | --- |
| **Name** |  |
| **Job Title** |  |
| **Relationship** |  |
| **Address** |  |
| **Email Address** |  |
| **Phone Number** |  |

**Referee 2**

|  |  |
| --- | --- |
| **Name** |  |
| **Job Title** |  |
| **Relationship** |  |
| **Address** |  |
| **Email Address** |  |
| **Phone Number** |  |

**Please note that referees will only be contacted if you are offered the post**

**Additional information to support your application**

Please read the **Person Specification** carefully for this post and tell us about your skills and experience relating to the Essential / Desirable requirements.

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**Additional information** continued

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|  |

**Relationships**

If you are related to a Trustee or employee or have a relationship with a Trustee or employee of SWACA, please state the relationship

|  |
| --- |
|  |

**General**

Have you ever been convicted of a criminal offence (spent convictions as defined by the Rehabilitation of Offenders Act 1974 excluded)? If yes, please give details

|  |
| --- |
|  |

Where did you see this post advertised?

|  |
| --- |
|   |

**It will be necessary to complete a DBS (Disclosure and Barring Service) Check. This will not be done without your consent.**

**Declaration**

I confirm that the information provided in this application is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK, satisfactory references and an enhanced DBS Check. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applications for this post are only accepted via email.**

**Please email completed application forms to recruitment2@swaca.com**