



**APPLICATION FOR EMPLOYMENT**

**VACANCY APPLIED FOR: (Please tick)**

<b>Assistant Scheme Manager</b>

**A. PERSONAL DETAILS**

1.	Title	Mr	Mrs	Miss/Ms	Other
	<b>Surname</b>				
	Previous Surname				
	<b>First Name</b>				
2.	Address				
	Postcode				
3.	Home Tel No				
	Daytime Tel No				
	Mobile number				
4.	E mail Address				

**B. EDUCATION**

Qualifications relevant to the position including Professional Qualifications, Degrees, A levels, Level 3 qualifications, BTEC etc.

School/College/University	Date Obtained Month/Year	Subject	Awarding Body Level and Grade

**C. QUALIFICATIONS/TRAINING**

Any other qualifications or training specific to the **Person Specification**

**D. DRIVING**

Do you have a full UK Drivers License

**YES/NO**

Do you have any disqualifications from driving,

**YES/NO**

If **Yes**, please give full details below

## E. REFERENCES

Full names and addresses of two persons to whom reference may be made (one of which should be your **present or most recent employer** and another relevant referee). References from friends/relatives are not acceptable.

Name :		Name :	
Referee Job Title :		Referee Job Title :	
Organisation :		Organisation :	
Reference Type	<b>Business / Personal</b>	Reference Type	<b>Business / Personal</b>
Address		Address	
Postcode :		Postcode :	
Daytime Tel No :		Daytime Tel No :	
Mobile Phone No :		Mobile Phone No :	
Email :		Email :	

## F. PRESENT AND ALL PREVIOUS APPOINTMENTS

Please ensure that you account for all gaps in employment i.e. raising a family, caring for a relative, gap years etc. You may be questioned further about these at interview.

Employer	From	To	Job Title	Reason for Leaving

## G. SUPPORTING INFORMATION

Please give an outline of your experience, skills and qualities, which set out how you meet the criteria and personal attributes set out in the Job Description & Person Specification. Please also consider hobbies and other activities outside of work that may enhance you application. (1000 words Max)

**Please continue on separate sheet if necessary**

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## H. WORKING TIME REGULATIONS

Under the Working Time Regulations, the partnership are obliged to monitor the hours worked by its employees, please confirm if the partnership will be your only employer? **YES / NO**

If **No**, please give details

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## I. MEDIA INFORMATION

Please indicate where you saw the position advertised?	
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## J. PRIVACY STATEMENT

I understand that information will only be used for the agreed reason and looked after securely. The information will only be kept for as long as needed or to comply with statutory requirements and will then be securely destroyed.

## K. REFERENCES – EMAIL AGREEMENT

Elan Links Partnership is required to ensure the protection of your personal information, however in order to expedite the recruitment process then please advise if you are content for Elan Links Partnership to request and receive references via unsecured/unencrypted email systems. **YES / NO**

## L. FINAL STATEMENT

I declare to the best of my knowledge that the information I have given is correct. I understand that canvassing of Trustees/Officers and/or providing false information with regard to this application will disqualify me from appointment or if discovered after appointment will lead to dismissal.

Personal data will be used for personnel/employee administration purposes within the authority in accordance with the Data Protection Legislation. **YES / NO**

## M. Additional Information

At the offering of the position the candidate is subject to producing the following:

- Qualification Certificates (Originals or Certified Copies)
- Evidence of eligibility to work in the UK
- UK Drivers License

and subject to:

- Two references from the individuals identified under E (collected post interview)
- an Enhanced DBS (Disclosure and Barring Service) check.

<b>SIGNATURE / E SIGNATURE</b>	<b>DATE</b>
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email [eluned.lewis@elanvalley.org.uk](mailto:eluned.lewis@elanvalley.org.uk)

Please email if you have a question relating to the job or the application form and phone call can be arranged if necessary