

**JOB APPLICATION FORM**

Please ensure that you complete all of the application form. If a section is not relevant please enter N/A. Once completed, please check and sign the declaration on page 2. Incomplete forms will not be accepted.

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| Post applied for:  |   |

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| --- | --- |
| **1. PERSONAL DET** | **AILS**  |
| **2. SURNAME**  |   | First Name  |   |
| Address  |   |
| National Insurance No  |   |
| Telephone No  |   | Mobile  |   |
| Email Address  |   |
| Do you have a current valid driving licence |  | Yes / No  |

The law on **preventing illegal working** is set out in sections 15 to 25 of the Immigration, Asylum and Nationality Act 2006 (the 2006 Act) and sections 24 and 24B of the Immigration Act 1971. You will be required to provide appropriate documentation for us to check your right to work in the UK.

Are you legally entitled to live and work in the United Kingdom and are you able to produce appropriate documentation? Yes ◻ No ◻

All forms of **canvassing** will automatically disqualify candidates from employment at RCMA.

e.g. you must not ask a Board member or member of staff to use their influence to help you gain this job.

 Are you related to a Board member or employee of the organisation?

 Yes ◻ No ◻

*If yes, please provide their name and relationship to you:*

*Name:*

*Relationship:*

 Please let us know of any special arrangements you may require, if you are shortlisted for interview?

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| **DECLARATION**  *Any person appointed having given false information will be liable to dismissal without notice.*   |
|  I can confirm that, to the best of my knowledge, the information I have given in this application form is correct.  I accept that providing deliberately false information could result in my dismissal.   I understand that information from this form may be computerised for personnel / employee administration / monitoring purposes in accordance with the Data Protection Act 1988 and the General Data Protection Regulations.  This information may also be used for the prevention and detection of fraud and crime.   |
| Signature:  |   | Date:  |   |

*For office use:*

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| *Date Received:*  |   |
| *Application Ref No:*  |   |
| *Shortlisted:*  | *Yes / No*  |
| *If shortlisted, score:*  |   |

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| **Please provide your employment history covering the last 15 years, with reasons for any gaps in employment.**  |
| **CURRENT OR LAST EMPLOYER**  |
| Name of Employer  |   |
| Current Salary  |
| From  |   | To  |   | Position Held  |   |
| Address of Employer  |   |
| Reason for Leaving  |   |
| Brief Summary of Duties and Achievements:  |   |
| When would you be available for employment?  |   |
| **PREVIOUS EMPLOYMENT**  |
| Name of Employer  |   |
| From  |   | To  |   | Position Held  |   |
| Address of Employer  |   |
| Reason for Leaving  |   |
| Brief Summary of Duties and Achievements |   |
|   |
| Name of Employer  |   |
| From  |   | To  |   | Position Held  |   |
| Address of Employer  |   |
| Reason for Leaving  |   |
| Brief Summary of Duties and Achievements |   |
|   |
| Name of Employer  |   |
| From  |   | To  |   | Position Held  |   |
| Address of Employer  |   |
| Reason for Leaving  |   |
| Brief Summary of Duties and Achievements |   |
| *Please continue on an additional sheet if necessary. If you have any additional previous employment that is particularly relevant to this post, please include this in your personal statement.*  |

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| **EDUCATION (since age 16)**  |
| Dates  | School, College, University etc.  | Examinations, Subjects and Results  |
|   |   |   |
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|   |   |   |
|   |   |   |
| **JOB RELATED TRAINING/PROFESSIONAL QUALIFICATIONS** Please include membership of professional institutes, non-vocational training and include the standard and level achieved  |
| Date  | Awarding Body/Institute  | Qualifications/Membership Level  |
|   |   |   |
|   |   |   |
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|   |   |   |
| *Please continue on another sheet if required. Please note that you may be required to produce evidence*  |

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| **SUPPORTING STATEMENT**  |
| Please set out why you have applied for the role and, using the job description and person specification as a guide, provide a supporting statement demonstrating how your skills, experience, qualifications and abilities suit you for the particular job. Where possible provide practical examples to illustrate your competencies in relevant areas.  |
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| *Supporting Statement Continued*  |
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**REFERENCES**

Please give details of two people who can provide information that will confirm your suitability for the post. Where possible, one person should be your current line manager or most recent employer.

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| 1  | Name  |   | 2  | Name  |   |
| Position  |   | Position  |   |
| Relationship  |   | Relationship  |   |
| Address  |   | Address  |   |
| Telephone No.  |   | Telephone No.  |   |
| Email address  |   | Email address  |   |
| Can we contact before interview?  | Yes / No  | Can we contact before interview?  | Yes / No  |

**Please ensure that you have checked your application and signed the declaration on page 2**

Please return your completed application by email to: booking@riversidemarket.org.uk