



## 2. EDUCATION AND PROFESSIONAL QUALIFICATIONS

(Original documents as proof of qualification will be required at interview.)

Secondary School / College / University	Dates		Examinations taken	Date	Result
	From	To			

Professional Qualifications currently held: where obtained, grade and date

Other relevant Educational or Training Courses, with dates



#### 4. PREVIOUS EMPLOYMENT

(Please use continuation sheet if necessary.)

Name and Address of Employers	Position held	Reason for leaving	Final grade/salary

Description of duties:

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Description of duties:

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Description of duties:

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Description of duties:

## **5. RELEVANT SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE AND YOUR REASONS FOR APPLYING FOR THIS JOB**

### **IMPORTANT**

Please read the Job description and **Person Specification** very carefully and explain to us below how you fulfill **each requirement** set out in the Person Specification.

1. Use the following as STAR guidance to help you:
  - Specific – give us a specific example of what you did
  - Task – briefly describe the task/objective/problem
  - Action – tell us what you did
  - Results – describe what results were achieved
  
2. Please use an additional sheet if necessary.

## 6. OTHER INFORMATION

What activities outside work interest you? (Tell us about any positions held you consider relevant. They can be voluntary, paid or unpaid)

Do you hold a current driving licence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you have access to a car?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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**Disabilities** Please read the Guidance Notes on the Equality Act 2010 and Disability enclosed with this Application Form:

### Access Requirements and other Facilities for the Interview

If selected for interview, do you require any special arrangements or adjustments to be made on account of a disability?

Yes  No

If "yes", please provide details of what arrangements are required, together with any other information that you feel would help us to accommodate your needs during your interview and fulfill our obligations under the Equality Act so that we can ensure that you are given a fair interview.

**The information disclosed here will only be used to make any appropriate arrangements for interview and will not be used to discount applicants. We will discuss any reasonable adjustments that may be required before and during the interview.**

### Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

Have you any convictions that are under the Rehabilitation of Offenders Act?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If Yes, please provide further details: As this post is covered by the Rehabilitation of Offenders Act 1974(Exceptions) Order 1975, both spent and unspent convictions must be declared.

## 7. REFERENCES

### Referee 1

### Referee 2

Title:		Title:	
Full Name:		Full Name:	
Job Title:		Job Title:	
Organisation:		Organisation:	
Address		Address	
Tel No:		Tel No:	
E-mail address:		-mail address:	
Fax No:		Fax No:	
Please state if we may obtain this reference prior to interview.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please state if we may obtain this reference prior to interview.	<input type="checkbox"/> Yes <input type="checkbox"/> No

## 8. DECLARATION

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

Signature:		Date:	
Name:			

**Please return this Application Form by post to:**  
**Lorna Carter, Chair and**  
**Pamela Annable, Charity Manager**  
**Room 6, Park Road Resource Centre**  
**53 Park Road**  
**Mansfield Woodhouse**  
**NG19 8ER**  
**(Telephone number 01623 658060)**

**Or by email to: [lorna@disabilitynottinghamshire.org.uk](mailto:lorna@disabilitynottinghamshire.org.uk) and [pamela@disabilitynottinghamshire.org.uk](mailto:pamela@disabilitynottinghamshire.org.uk)**

