**It is the policy of RWT to employ the best qualified/most suitable personnel and provide equal opportunity for the advancement of employees including promotion and training, and not to discriminate against any person because of race, ethnic origin, nationality, gender, sexuality, marital status, disability or age.**

**RIVER WAVENEY TRUST JOB APPLICATION FORM**

**CONFIDENTIAL**

**1. Position applied for**

|  |
| --- |
|  |

**3. Personal Details**

|  |  |  |
| --- | --- | --- |
| **Surname:** | **Forenames:** | |
| **Address:** | | |
|  | | **Postcode:** |
| **Email address:** | | **Contact Telephone:** |
| **Honours and awards:** | | **National Insurance Number:** |

**3. Education: Secondary/Further Education from age 11**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Schools/Colleges attended** | **From** | **To** | **Examinations passed (give dates)** | **Grade** |
|  |  |  |  |  |

**4. University/College Higher Education and Professional Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Place of Education** | **From** | **To** | **Examinations passed (give dates and qualifications)** | **Grade/Class** |
|  |  |  |  |  |

**5. Employment history** (**Please list in order, starting with the most recent.)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** | | **Organisation** | **Position held and main responsibilities** | **Reason for leaving** | **Final salary** |
| **From** | **To** |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| **Length of notice required by your present employer:** |

**6. General**

|  |
| --- |
| **How did you hear of this job?** |

|  |
| --- |
| **Why do you wish to leave your present employment?** |

|  |
| --- |
| **How do you think your previous experience / interests will enable you to fill this post?**  ***Before completing this section please read the person specification carefully. Please demonstrate how you meet the requirements by giving relevant details from your experience, skills and knowledge.*** |

|  |
| --- |
| **Interests/Hobbies** |
| **Any other information?** |

|  |
| --- |
| **Do you have a current full driving licence?** |
| **Do you have any current endorsements?**  **(Other than penalty points for parking or speeding offences)** |

**7. References**

Please supply 2 references. One reference should be from your current/most recent employer. The other should not be a relative. References may be sought at offer stage.

|  |
| --- |
| **Name:** |
| **Address:** |
|  |
| **Occupation:** |
| **Telephone No.:** |

|  |
| --- |
| **Name:** |
| **Address:** |
|  |
| **Occupation:** |
| **Telephone No.:** |

Proof of educational and professional qualifications may be requested.

Completed Application Forms and covering letter should be submitted in electronic form to Martha Meek: [martha@riverwaveneytrust.org](mailto:martha@riverwaveneytrust.org)

**Declaration**

**I hereby authorise the Trust to obtain references to support this application when an offer is to be made and I indemnify the Trust against any liability related thereto.**

**I hereby consent to the Trust processing the data on this form for the purpose of considering my application and (if successful) in respect of my employment. I agree that such data may be made available to those who reasonably need to know the same within the Trust.**

**I confirm that the information given on this form is true to the best of my knowledge and accept that any false statement may be sufficient cause for rejection or, if employed, summary dismissal.**

|  |  |
| --- | --- |
| **Signature (please type name)** | **Date** |