# **Application for Employment**

CONFIDENTIAL WHEN COMPLETED

Please complete this form by typing, do not hand write. Return by email to info@vasws.org.uk or post to the address at the bottom of the form.

We wish to ensure that comparison between applicants is fair and in line with our Equal Opportunities Policies. The information you provide on this form is the **only** information we will use in deciding whether you will be shortlisted for an interview. It is therefore essential that you complete the form fully and that you **clearly demonstrate** how you meet each point on the person specification within the context of the job description for the role you are applying for. Please note that CVs are not accepted.

## **Position applied for**

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| --- |
|  |

## **Contact details**

|  |  |
| --- | --- |
| Full Name |  |
| Address |  |
| Postcode |  |
| Phone number |  |
| Email address |  |

## **When would you be available to take up the post?**

|  |
| --- |
|  |

## **References**

Please give below the name and address of two referees who can comment on your suitability for the post. These should not include relatives or purely personal friends. If you have been employed, we would normally seek a reference from your present or most recent employer.

**Referee one:**

|  |  |
| --- | --- |
| Name |  |
| Company |  |
| Email  |  |
| Phone number |  |

**Referee two:**

|  |  |
| --- | --- |
| Name |  |
| Company |  |
| Email  |  |
| Phone number |  |

We will not contact your referees unless we offer you the post.

## **Education**

Please give details of your education plus qualifications gained.

|  |  |  |  |
| --- | --- | --- | --- |
| **School/college/ university** | **Qualifications**  | **Start date**  | **End date**  |
|  |  |  |  |

## **Other Training**

Please give details of any other relevant training.

|  |  |  |
| --- | --- | --- |
| **Description of training** | **Start date** | **End date** |
|  |  |  |

## **Employment history**

Please put in date order, starting with the most recent.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer or Organisation** | **Role**  | **Start date** | **End date** |
|  |  |  |  |

## **Supporting information**

Please tell us why you are applying for this role:

*Max 500 words*

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In the following section we would like you to give specific information in support of your application. Taking **each point** **of the person specification supplied with the job description**, demonstrate how you have the necessary skills and abilities.

Please note that there may be more or fewer points on the person specification than are listed on this form.

|  |  |
| --- | --- |
| 1. | Excellent IT and office administration skills |
| 2. | Sound communication skills – verbal and written |
| 3. | Experience of working with Excel spreadsheets, and other Microsoft Office packages |
| 4. | Well-organised with the ability to manage working time efficiently |
| 5. | Ability to work as part of a team |
| 6. | English GCSE (C Grade or above) or equivalent qualification |
| 7. | Maths GCSE (C Grade or above) or equivalent qualification |
| 8. | Experience of updating websites, producing newsletters, maintaining and working with databases |
| 9. | Experience of working with volunteers |
| 10. | Ability to use social media channels effectively |
| 11. | Experience of working with the voluntary sector |
| 12. | In date first aid training certificate or willingness to complete |
| 13. | In date fire marshal training certificate or willingness to complete |
| 14. | Experience of preparing for audits or inspections |

## **Accessibility and Right to Work**

**Do you consider yourself to have a disability?** YES/NO

Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process

|  |
| --- |
|  |

**Do you need a work permit to work in the UK?** YES/NO

## **Data Protection Act 2018**

As part of the recruitment procedure we collect and store sensitive personal data about you. It is our policy to store data relating to recruitment procedures for 12 monthsafter the date on which it is submitted, for internal auditing purposes. Any information of this nature will be treated confidentially.

Sensitive personal data is defined as information relating to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and/or convictions.

For the purposes of the Act the Data Controller is *Voluntary Action South West Surrey.*

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

**Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return this application form by email to info@vasws.org.uk