



Application form

CONFIDENTIAL

This application form should be written in black to allow photocopying but it will be treated as confidential.

Please extend any section on additional sheets if necessary.

Post applied for & Location

Skills and experience

Please describe those things you have done that show how you could meet the objectives of the post's description. Include abilities acquired in paid and unpaid work, e.g. in voluntary organisations or in the home, as well as personal qualities which particularly suit you to this post and why you are interested in this position.

Employment – career history

Please give details of the last three paid and unpaid positions you have held, as well as any other positions you think relevant. Start with the most recent/current position.

1) Post held _____ from _____ to _____

Type of business _____

Name and address of organisation _____

Duties _____

Reason for leaving _____

2) Post held _____ from _____ to _____

Type of business _____

Name and address of organisation _____

Duties _____

Reason of leaving _____

3) Post held _____ from _____ to _____

Type of business _____

Name and address of organisation _____

Duties _____

Reason for leaving _____

Education and qualifications

List any qualifications, memberships of professional bodies and training relevant to your career development.

School/College/University etc

Qualifications

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Training undertaken relevant to this position

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References

Please provide two referees, one from each of your last two paid/unpaid positions or educational establishments
Referees will not be contacted prior to interviews, unless consent from the applicant has been obtained.

Name

Name

Job Title

Job Title

Address

Address

Telephone (day)

Telephone (day)

E-mail address

E-mail address

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Personal details – Please use block capitals	
Surname	First name (s)
Permanent address	Contact address (if different)
Postcode	Postcode
Daytime telephone	Evening telephone
E-mail address	
Do you consider yourself disabled under the Disability Discrimination Act (DDA)? (If you are unsure, we can give you more information about the DDA)	Yes/No
Do you require any particular arrangements for an interview?	Yes/No
If yes please give details: _____	
Practical matters	
Date of Birth*	____/____/____
Do you have a full and current driving licence?	Yes/No
Do you have more than three penalty points on your licence?	Yes/No
If yes please give details: _____	
*(This information will not be used to form part of the selection criteria. It is needed to ensure compliance with UK Driving Legislation and Insurance requirements.)	
Please tell us if you need any special requirements to enable you to take up this post successfully: _____	

How did you discover this vacancy? If you saw it advertised, where was this? _____	
How much notice do you need to give in your current position? _____	
Criminal record* (A criminal record will not necessarily be a bar to obtaining a position. Only related convictions will be considered in the selection process. If the position requires disclosure, the successful applicant will be requested to complete a disclosure application form.)	
If you have been convicted for any crime or offence, please give full details: _____	

*If the position you are applying for involves the provision of services to schools or the training of young people, you are obliged under the Rehabilitation of Offenders Act 1974 Exemption Amendment Order 1986 to disclose any previous convictions.	
Declaration	
I confirm that the information given is correct and complete.	
Signed _____	Date _____

If you are unsure where to return your application form, call BTCV's HR department on 01302 388 831 or visit the vacancy section of our website on www.btcv.org