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| **Painshill Park Trust Limited** | **Job Application Form**  *Confidential* |

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| **Information for Applicants:**  Please complete this form in **black ink** or **type** in the spaces provided. If you need more space than is provided, please continue on an additional sheet of paper. Please note that we **cannot accept CVs**. | | |
| Please return your completed form to: | Painshill Park Trust Limited  Portsmouth Road  Cobham  Surrey KT11 1JE | Ref. No. *(Office Use Only)* |
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| The deadline for receipt of completed applications is: |  | |

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| **Details of Post Applied For:** | |
| Job Title |  |
| Job Reference Number (if any) |  |
| Please confirm the date you would be able to start work, if successful |  |

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| **Personal Details:** | | | | | | | | | | |
| Title |  | | First Name(s) | | |  | | | | |
| Surname | |  | | | | | | |  |  |
| If you have previously been known by another name, please specify: | | | |  | | | | | | |
| Address | |  | | | | | | | | |
| Contact Details | | Please only include contact numbers or email addresses that you are happy for us to use. | | | | | | | | |
| Daytime Contact Number: | | |  | | | | | |
| Evening Contact Number: | | |  | | | | | |
| Mobile Number (if different): | | |  | | | | | |
| Email Address: | | |  | | | | | |
| Do you currently have the right to work in the UK? | | | | | YES | | NO | If no, please specify your circumstances below: | | |
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| **Education and Qualifications:** | | | |
| Please also include any relevant professional qualifications. | | | |
| Name of Institution (e.g. School, College or University) | Dates Attended | | Courses/Subjects Taken and Examination Results or Award |
| From (Month/Year) | To (Month/Year) |
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| **Professional Development:** | | | | |
| Please give details of any courses undertaken which you have not detailed above and which you consider to be relevant to this application. | | | | |
| Course Title | Course Provider | Dates Attended | | Award (if any) |
| From (Month/Year) | To (Month/Year) |
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| **Membership of Professional Bodies:** | | |
| Please give details of any current and relevant professional bodies to which you belong. | | |
| Name of Professional Body | Membership Status | Date Membership Commenced |
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| **Employment History:** |
| Please give details of **all periods of employment** you have undertaken. List the information in reverse chronological order (i.e. with your current or most recent position first). Any gaps in your employment and/or training and education history will be explored with you if you are called for interview. Please use a continuation sheet if necessary. |

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| **Last/Current Employer** | Name of Employer: |  |
|  | Address of employer: |  |
|  | Dates of employment: |  |
|  | Job Title: |  |
|  | Duties: |  |
|  | Rate of Pay/Salary: |  |
|  | Reason for leaving: |  |
|  | Notice period: |  |

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| **Previous employment #2** | Name of Employer: |  |
|  | Address of employer: |  |
|  | Dates of employment: |  |
|  | Job Title: |  |
|  | Duties: |  |
|  | Rate of Pay/Salary: |  |
|  | Reason for leaving: |  |

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| **Previous employment #3** | Name of Employer: |  |
|  | Address of employer: |  |
|  | Dates of employment: |  |
|  | Job Title: |  |
|  | Duties: |  |
|  | Rate of Pay/Salary: |  |
|  | Reason for leaving: |  |

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| **Previous employment #4** | Name of Employer: |  |
|  | Address of employer: |  |
|  | Dates of employment: |  |
|  | Job Title: |  |
|  | Duties: |  |
|  | Rate of Pay/Salary: |  |
|  | Reason for leaving: |  |

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| **Periods When Not Working:** | | |
| Please give details below of any voluntary work you have not detailed above, or reasons for other periods of time when you have not been employed since leaving secondary education. | | |
| Date From (Month/Year) | Date To (Month/Year) | Reason |
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| **Statement of Application:** | | | | | | | | | | | |
| You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please refer to the person specification for the post and also include:   * The reasons why you are applying for this post; * The personal qualities and experience that you feel are relevant to your suitability for the post; * Key responsibilities and achievements in your present or most recent job which are relevant to this application; * Details of any relevant interests or activities. | | | | | | | | | | | |
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| **Referees:** | | | | | | | | | | | |
| * References will only be sought for shortlisted candidates. * The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. * Please do not name relatives or people acting solely in their capacity as friends as your referees. | | | | | | | | | | | |
| **Referee 1** | | | | | | **Referee 2** | | | | | |
| Title (Miss/Mr etc) | | | |  | | Title (Miss/Mr etc) | | | |  | |
| Name |  | | | | | Name |  | | | | |
| Occupation | | |  | | | Occupation | | |  | | |
| Address | |  | | | | Address | |  | | | |
| Tel. Number | | | | |  | Tel. Number | | | | |  |
| Fax Number | | | | |  | Fax Number | | | | |  |
| Email Address | | | | |  | Email Address | | | | |  |
| In what capacity do you know the referee? | | | | |  | In what capacity do you know the referee? | | | | |  |
| May we approach the above prior to interview? | | | | | YES / NO | May we approach the above prior to interview? | | | | | YES / NO |

| **Reasonable Adjustments to the Shortlisting Process:** |
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| We welcome applications from disabled people. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability. |
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| Candidates who are invited for interview will be asked in the invitation letter if they require any adjustments to be made to the interview or other selection activities. |

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| **Declarations:** |

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| **Declaration of Relationships:** | |
| Are you related to, or do you have a close personal relationship with an existing member of staff or member of the board of Trustees? | YES / NO |
| If YES, please provide below his/her name and role, and state your relationship: | |
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| **Criminal Record:** |
| Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory Disclosure & Barring Certificate from the Disclosure & Barring Service/Disclosure. |
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| **Data Protection:** |
| 1. We are aware of our obligations under data protection legislation, including the obligation to collect only the data that is required for our specific purpose. The information collected in this application form is specific to our recruitment exercise and necessary for the performance of the role that you have applied for. If you are recruited for the role you have applied for, or any other role you are offered by us, the information provided will then be used for the purposes of your employment with us, together with further information collected upon recruitment for those purposes. 2. We will treat all personal information about you with utmost integrity and confidentiality. Our data protection policy sets out our approach to ensuring that your data is processed in line with the data protection principles within current data protection legislation. 3. Our privacy notice for job applicants gives you information on, amongst other things, the data we will hold about you during the recruitment exercise and what we use it for. A copy of the privacy notice is attached to this application form. |

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| 1. I confirm that the information provided in this application is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered. 2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. 3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure & Barring Service/Disclosure for a Disclosure & Barring Certificate. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated. 4. I have read the Job Applicant Privacy Notice and give my consent for the personal data supplied to be used for the purposes of recruitment and selection as laid out in that notice. | | | | | |
| Signature of Applicant |  | Date |  | | |
| If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview.  **Thank you for your application.** | | | | | |
| **Retention of Application Forms:** As outlined in the Privacy Notice, it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. Please indicate if you are happy for us to use your application form in this way (highlight preferred option or type YES/NO): | | | | YES | NO |
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