



# Application for Employment

## PRIVATE AND CONFIDENTIAL

Position applied for:

How did you hear of this vacancy?

## A. PERSONAL PARTICULARS

Full Name: Dr/Mr/Ms/Mrs/Miss	
Address:	Telephone Number Home: Mobile: Business: (Tick box if you do not want to be contacted at work). <input type="checkbox"/>
e-mail address:	Applicants will be required to provide documentary evidence of their right to work in the United Kingdom, if invited for interview.  Do you have the right to work in the United Kingdom? Yes/No

## B. EDUCATION AND QUALIFICATIONS

EDUCATION: Please list the names of the educational establishments you have attended and the qualifications you have obtained (please summarise O/GCSE level), list the most recent first.

Name of Institution	Dates		Subject/Courses Studied & Level	Qualification/ Examination Result/ Grade
	From	To		

OTHER RELEVANT TRAINING OR DEVELOPMENT: Please list any professional qualifications, work related training or memberships of professional organisations (include dates where relevant).

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**C. EMPLOYMENT HISTORY**

Please list starting with the most recent, all the organisations for which you have worked (up to 20 years):

Name(s) and Address(es) of Employer(s)	Dates		Position Held/ Main Duties	Current/ Leaving Salary	Reason for Leaving
	From	To			

**D. SUPPLEMENTARY INFORMATION – How you meet the person specification**

Please give a brief summary of your experience and skills, providing examples of how you meet the requirements of the Person Specification and Job Description. This can include examples of your voluntary work and experience.  
(Up to 1500 words)

**E. SUPPLEMENTARY INFORMATION – Why you are applying for this role**

Please outline why you are applying for this role with SERT. What attracts you to the role and why do you think you are well suited to it? (Up to 500 words)

**F. SUPPLEMENTARY INFORMATION – More about you and your interests**

Please outline your personal interests, why you want to work towards improving rivers and what is your favourite river and why? (Up to 500 words)

**G. SUPPLEMENTARY INFORMATION**

1. Please give dates of any holidays arranged:

2. When would you be able to start?: \_\_\_\_\_

3. Are you willing to work occasional evening/weekend when required? Yes / No

4. Are you applying for a full time role or 0.8 FTE (full time equivalent)? Full-time / 0.8

**5. Rehabilitation of Offenders Act 1974**  
In order to protect certain vulnerable groups within society, there are a number of posts and professions that are exempt from the provisions of the Rehabilitation of Offenders Act 1974. These include posts where, in the normal course of their duties, successful applicants will have access to persons who are deemed as vulnerable adults or children. If the post you have applied for falls within the above category, it will be exempt from the provisions of the Rehabilitation of Offenders Act by virtue of the Rehabilitation of Offenders Act (Exceptions Order) 1975.

Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action by the South East Rivers Trust. Any information given will be confidential and will be considered only in relation to posts to which the order applies.

Have you ever been convicted of a criminal offence: (which is not a spent conviction under the Rehabilitation of Offenders Act 1974 as modified by the Legal Aid, Sentencing and Punishment Act 2012)? Yes / No

If Yes, please give further information:

6. Please state your salary expectations:

7. Please state how much notice are you required to give to leave your present employment?:

8. Have you worked for us before? Yes / No

If Yes, give details of reason for leaving:

9. Do you have a current full driving licence? Yes / No

Does your licence have any current endorsements? Yes / No

If Yes, please give further information:

10. Can you provide a suitable, safe home working environment Yes / No

#### H. REFERENCES

Please give the names and addresses of two referees who are not related to you, who we can approach for a confidential assessment of your suitability for this job. (One of these must normally be a previous employer).

Can we approach your present/most recent employer? Yes / No

Tick box if you do not wish your employer to be contacted before an offer of employment is made:

Name, Position, Address, Telephone Number, Capacity in which you know them	Name, Position, Address, Telephone Number, Capacity in which you know them

#### I: DECLARATION OF APPLICANT

I confirm that the above information is correct.

I understand the South East Rivers Trust will use and keep information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the period set out in the Organisation's employee privacy notice.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_