Application form – CONFIDENTIAL

Please extend any section if necessary. If additional sheets are used, please ensure they show your full name, the position applied for and the location.

Post applied for:

Skills and Experience

In this section you need to demonstrate that you have read the job description and how you meet the person specification for this post. You can use examples from any relevant experience (employment, volunteering, training, etc.). Please detail your reasons for applying, highlight your talents and strengths, and explain what you can bring to the role.

Employment History

Please provide your full employment history, starting with your most current post. For any gaps, include the reasons and dates.

Post 1

Post held: From (mm/yy): To (mm/yy):

Name and address of employer:

Reason for leaving:

Post 2

Post held: From (mm/yy): To (mm/yy):

Name and address of employer:

Reason for leaving:

If you are unsure where to return your application form, please call the People Services Team on 01302 388882 or visit the vacancy section on the TCV website at https://www.tcv.org.uk/careers/

Employment History (continued)

Post 3

Post held: | From (mm/yy): | To (mm/yy):

Name and address of employer:

Reason for leaving:

Post 4

Post held: | From (mm/yy): | To (mm/yy):

Name and address of employer:

Reason for leaving:

Employment History (continued)

Post 5

Post held: | From (mm/yy): | To (mm/yy):

Name and address of employer:

Reason for leaving:

Post 6

Post held: | From (mm/yy): | To (mm/yy):

Name and address of employer:

Reason for leaving:

Education and Qualifications

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

School / College / University etc.	Qualifications

Qualifications (continued) / Training / Professional Bodies

Have you undertaken any other training that is relevant to this position?

Are you a member of any professional bodies?

Name of Professional Body	Membership Number	Expiry Date

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References

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

Reference 1

Name:

Job Title:

Address:

Phone number:

Email address:

Reference 2

Name:

Job Title:

Address:

Phone number:

Email address:

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Personal Details

Surname:

Forename(s):

Address (including post code):

Daytime phone number:

Evening phone number:

Email address:

Do you have a full, manual, UK driving licence? Yes No

Date passed driving test (month and year)?

Do you have more than 3 penalty points on your licence? Yes No

If yes, please give more detail:

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Additional Information & Criminal Record

How did you hear about this vacancy?

If you saw it advertised, where was this?

How much notice do you need to give in your current position?

A criminal record and TCV's Criminal Record Checking procedure

A criminal record will not necessarily be a bar to obtaining a position with TCV. Only related convictions will be considered in the selection process. If the position requires disclosure, the successful applicant will be required to complete a disclosure application relevant to their work location (e.g. DBS for England and Wales, PVG for Scotland, and Access NI for Northern Ireland).

If you have been convicted of any crime or offence, please provide details:

Declaration

I confirm that the information given in this application for employment is correct and complete.

Signed by:

Print Name:

Data Protection & Additional Information

The personal data on this form will be used by TCV for recruitment purposes only and will not be made available to any third party.
Should you be unsuccessful in your application for this role, your personal data on this form will be deleted after 6 months. If successful and employed by TCV, this will be retained on your personnel file and held for seven years from the date you leave TCV's employment. You can view TCV's privacy policy at: https://www.tcv.org.uk/privacy

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Additional comments (optional):

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