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:

Location:

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 of your experiences from any applicable event, such as employment or volunteering opportunities. Please detail your reasons for applying and take the opportunity to highlight your talents and strengths, and what you feel you can bring to the role

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 http://www.tcv.org.uk/jobs.

Employment History

Please provide your **full** employment history, starting with your most current post. You may need to use additional sheets, which should clearly identify the post you are applying for, the location and your full name. For any gaps in employment, please detail the reasons and dates.

Post held:	
Dates from (mm/yy):	Dates to (mm/yy):
Name and address of employer:	
Reason for leaving:	

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Dates from (mm/yy):	Dates to (mm/yy):
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Education and Qualifications

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

School / College / University etc.	Qualifications

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 consent from the applicant has been obtained.

Reference 1

Name:	Job Title:
Address:	
Phone number:	Email address:

Reference 2

Name:	Job Title:
Address:	
Phone number:	Email address:

Personal Details

Surname:	Forename(s):
Address (including post code):	
Daytime phone number:	Evening phone number:

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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 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.*
Do you consider yourself to be disabled under the Equality Act 2010? Yes / No
Do you require any specific arrangements for an interview? Yes / No If yes, please give details:
Please tell us if you need any special requirements to enable you to take up this post successfully. * *We are a Disability Confident employer – applicants with a disability who meet the criteria of the post applied for are guaranteed to be invited to interview.* *This application form is also available in large print on request.*
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?

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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 form relevant to their work location (i.e. 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 include the date of offence, the date of conviction, details of the offence and the disposal/sentence *

** 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 in this application for employment is correct and complete.

Signed by:
Print Name:
Date:

Data Protection TCV will deal with all sensitive personal data with the utmost confidence in line with the requirements of the Data Protection Act. Sensitive personal data will only be used for general statistical and monitoring purposes and will not be taken into account in short listing your application. All data will be stored and destroyed in line with Data Protection legislation.

The Data Protection Act 2018 – 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 included on this form will be deleted after 6 months. However, if your application is successful and leads to employment with TCV, this will be retained on your personnel file and retained for seven years from the date you leave TCV's employment.

You can view TCV's privacy policy here: https://www.tcv.org.uk/privacy

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