## Application for Employment

Please complete this form electronically or using black ink and return by: **noon on 21st January ‘19**

|  |  |
| --- | --- |
| Position applied for | Corporate Partnerships Manager |

**PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Title | Surname | Forename(s) |
| Address |
| Telephone numbers: home  work (only if we may telephone you there) mobile Email:  |
| Are there any restrictions on your continued residence or employment in the UK?YES **□** NO **□** If yes, please give details: |
| What period of notice are you required to give to your present employer? |
| Only complete the next 2 questions if these are a requirement of the job for which you are applying, otherwise continue overleaf. |
| Do you have a current driving licence?YES **□** NO **□** | Do you have your own vehicle?YES **□** NO **□** |
| Where did you hear about this vacancy?  |

#### EMPLOYMENT RECORD

|  |
| --- |
| **CURRENT OR MOST RECENT JOB****Position held:** Dates: from toName and address of employer:Please give brief description of duties:Current or last salary and reason for leaving:  |
| PREVIOUS EMPLOYMENT(Please start with the most recent and work backwards, continuing on a separate sheet if necessary)**Position held:** Dates: from to Name and address of employer:Please give brief description of duties:Reason for leaving:  |

|  |
| --- |
| **Position held:** Dates: from to Name and address of employer: Please give brief description of duties: Reason for leaving:  |
| **Position held:** Dates: from to Name and address of employer:Please give brief description of duties:Reason for leaving:  |

**EDUCATION**

Please indicate all qualifications, starting with the most recent. It is our policy to verify the qualifications of successful applicants where these are a requirement of the role

|  |  |
| --- | --- |
| **School/college/university** | **Qualifications gained/subjects and grades** |
|  |   |

**TRAINING/PROFESSIONAL MEMBERSHIP**

It is our policy to verify professional membership details of successful applicants, where these are a requirement of the role

|  |  |
| --- | --- |
| **Course**  | **Brief details** |
|  |  |

**REASON FOR APPLYING**

|  |
| --- |
| Why do you consider you are a suitable candidate for this position and what motivated you to apply? *(continue on a separate sheet if necessary, up to a maximum word count of 1,250)*  |

**ACHIEVEMENTS**

|  |
| --- |
| Please include any further information including details of your main achievements to date, relevant to this application. |

**DATA PROTECTION STATEMENT**

|  |
| --- |
| Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Individuals have, on written request, the right of access to personal data held about them.LandAid treats personal data collected during the recruitment process in accordance with its Data Protection and GDPR Policies. Information about how your data is used and the basis for processing your data is provided in our Privacy Notice available from our Data Controller. |

**DECLARATION**

|  |
| --- |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give LandAid the right to terminate any employment offered. I understand that any offer of employment is subject to LandAid being satisfied with the result of a series of relevant checks including references, eligibility to work in the UK, probationary period and, where necessary, a medical report (in line with the operation of the Equality Act 2010).Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If you have a disability, and there are any special arrangements which need to be made should you be short-listed for interview, please contact us to notify us of these. |

*The following page will be detached from your application prior to it being considered.*

|  |
| --- |
| **NAME:**  |
| **POSITION APPLIED FOR:**  |

REFERENCES

Please give the names and contact details of two referees whom we can contact to provide information in support of your application. One of these should be your current manager: if you are not in employment, please supply the name of your most recent employer or an academic reference (e.g. tutor or teacher). Please indicate below whether references may be taken up prior to an offer of employment being made and accepted, and ensure that your referees are aware of this application, and also, if you are providing us with their email address, that you obtain your referee's permission.

|  |  |
| --- | --- |
| **Current/last employment** | **Previous employment** |
| Name Address Postcode Telephone Email Position held in relation to applicant –  | Name AddressPostcode Telephone Email Position held in relation to applicant – |
| Referee can be contacted prior to offer beingmade? YES/NO | Referee can be contacted prior to offer beingmade? YES/NO |

**REHABILITATION OF OFFENDERS ACT 1974**

|  |
| --- |
| Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are not 'spent' by virtue of the Rehabilitation of Offenders Act 1974.Have you been convicted of a criminal offence, which is not spent, as defined in the above Act?YES **□** NO**□**If yes, please give details of date(s), offence(s) and sentence(s) passed:*The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.* |

Thank you for applying.