Application Form - Confidential

Please confine all information regarding this application to this form.

|  |  |
| --- | --- |
| Post Applied for: |  |
| Where did you see this post advertised? |  |

Personal Details

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Tel Home:** |  | **Tel Mobile:** |  |
| **Email:** |  |

|  |  |  |
| --- | --- | --- |
| **Do you hold a full driving licence?** | **Yes/No** | **No. of years:** |
| **Do you have a D1 on your licence for driving minibuses?** | **Yes/No** | **No. of years:** |
| **Do you have a D1 + E on your licence for driving minibuses with trailers?** | **Yes/No** | **No. of years:** |
| **Details of any penalties / disqualifications:** |

|  |
| --- |
| **Have you ever been cautioned or convicted of a criminal offence? If yes, please give details.** |
|  |

Details of Secondary Education

|  |  |  |
| --- | --- | --- |
| **Schools** | **Dates of Attendance** | **Course & Results** |
|  |  |  |

Details of Further Education, Colleges and University

|  |  |  |
| --- | --- | --- |
| **College, University** | **Dates of Attendance** | **Course & Results** |
|  |  |  |

Current Employment

|  |  |  |
| --- | --- | --- |
| **Name & Address of Employer** | **Nature of Post & Duties** | **Period of service** |
|  |  |  |

Previous Employment

*(in date order with most recent at the top)*

|  |  |  |
| --- | --- | --- |
| **Name & Address of Employer** | **Nature of Post & Duties** | **Period of service** |
|  |  |  |

Details of qualifications and experience

|  |
| --- |
| Please detail any other relevant qualifications and experience relevant to this post |
|  |

When are you free to take up any position if offered?

|  |
| --- |
|  |

Please state whether you are looking for a full or part-time contract

|  |
| --- |
| If part-time or seasonal, please state Full Time Equivalent e.g. 0.8FTE (4 days per week) |
|  |

References

Please give the names of two referees.

*(If the referee is providing a professional reference, please ensure they are authorised to do so on behalf of their organisation)*

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Organisation/Address | Phone Number | Email |
|  |  |  |  |
|  |  |  |  |

10. Additional information relevant to this application

 (Personal Statement)

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| --- |
|  |

|  |  |
| --- | --- |
| Signed: |  |
| Date: |  |

This application should be returned to: vacancies@bendrigg.org.uk

**Privacy Statement**

At Bendrigg we take personal information, security and communication preferences seriously. The information given to us on this form will be used to process job applications only. Unsuccessful applicant’s data will be kept securely on file for 6 months unless agreed otherwise. Successful applicant’s data will be kept securely on file during the period of employment.