

JOB APPLICATION FORM
CONFIDENTIAL



It is the policy of the Trust to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training, and not to discriminate against any person because of race, ethnic origin, nationality, gender, sexuality, marital status, disability or age. If you object to any of the questions on the application form on the basis of discrimination, you are at liberty, without prejudice, to omit them.

1. Position applied for:

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2. Personal Details:

Surname:		Forenames:	
Address:			
			Postcode:
Work Telephone Number :	Home Telephone :	Mobile Telephone:	
Honours and awards:			National Insurance Number:

3. Secondary/Further Education from age 11

Schools/Colleges attended	From	To	Examinations passed (give dates)	Grade

4. University/College Higher Education and Professional Qualifications

Place of Education	From	To	Examinations passed (give dates and qualifications)	Grade /Class

5. Employment history

(Please list in order, starting with the most recent)

Please give reasons for any breaks in employment. Continue on a separate sheet if necessary.

Dates From	To	Name and address of employer	Job title and responsibilities	Reason for leaving	Final salary

Length of notice required by your present employer:

6. Other skills / qualifications relevant to the post

Description	When undertaken

7. General:

How did you hear of this job?

Why do you wish to leave your present employment?

**How do you think your previous experience / interests will enable you to fill this post?
(500 words max)**

Interests/Hobbies (give details of pastimes, sports, etc.):

Do you have a current full driving licence?

**Do you have any current endorsements?
(Other than penalty points for parking or speeding offences)**

Have you ever been convicted of a criminal offence, other than minor motoring offences (an affirmative answer will not necessarily disbar you from employment)

8. Health:

Do you or any of your dependants have any health problems?

What illnesses have you had during the last 5 years involving more than a week off work?

On average how many days sickness per year have you had in the last 5 years?

9. References:

Please supply 2 references. One reference should be from your current/most recent employer. The other should not be a relative. References will not be sought from your previous employer until an offer of employment is made.

Name:
Address:
Occupation:
Telephone No.:

Name:
Address:
Occupation:
Telephone No.:

Proof of educational and professional qualifications may be requested.

I authorise the Trust to obtain references to support this application when an offer is to be made and I hereby indemnify the Trust against any liability related thereto.

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I hereby consent to the Trust processing the data on this form, and (if applicable) subsequent data collected during the administration of my term of employment, for the purpose of considering my application for employment and (if applicable) administering and supervising my employment and any subsequent pension. I agree that such data may be made available to those who reasonably need to know the same within the Trust. The Trust will destroy my personal data once no longer required for current administrative purposes.

Declaration: I confirm that the information given on this form is to the best of my knowledge, true and complete and accept that any false statement may be sufficient cause for rejection or, if employed, summary dismissal.

Signature	Date
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Please return the completed form to: sue.goodship@dcrtr.org.uk or by post to:

Sue Goodship
Admin Officer
Don Catchment Rivers Trust
St Catherine's House
Woodfield Park
Tickhill Rd
Doncaster
DN4 8QP

Please mark the envelope with 'APPLICATION'