Private and Confidential

# Application Form

Thank you for your interest in Wheels for Wellbeing. We would like to know more about you.

Please type in the grey boxes. They will expand as you type.

Post applied for: **Campaigns & Policy Officer**

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| --- | --- | --- | --- |
| **Contact Information** | | | |
| Surname |  | First Name |  |
| Address |  | | |
|  |  | Postcode |  |
| Phone (day) |  | Phone (eve) |  |
| Phone (mobile) |  | Email address |  |
| Are you available for an interview on Friday February 21st (Y/N) | | |  |

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| **Referees**  Please give the names of two people, not relatives, who will provide a reference.  One of these must be a current or most recent employer. | | | | |
| Name |  | Name | |  |
| Position (if relevant) |  | Position (if relevant) | |  |
| Address |  | Address | |  |
| Telephone |  | Telephone | |  |
| Email address |  | Email address | |  |
| Any offer of employment will be subject to satisfactory references | | | | |
| Can we take up reference prior to interview? (Y/N) | | |  | |
| Are you allowed to work legally in the UK? (Y/N) | | |  | |

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| **Education**  Please list in date order starting with the most recent | | | |
| Dates  (from / to) | Establishment | Subject | Qualification gained |
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| **Work / Professional Experience:**  Please tell us about your relevant work experience including an regular part time, casual or voluntary work. Start with your present or most recent work and continue on an additional sheet where needed. You need to explain any gaps in your work / study history. | | | |
| Name of previous employer |  | | |
| Address |  | | |
| Post held (from – to) |  | Salary |  |
| Summary of duties and responsibilities |  | | |
| Reason for leaving |  | | |

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| **Work / Professional Experience cont…** | | | |
| Name of previous employer |  | | |
| Address |  | | |
| Post held (from – to) |  | Salary |  |
| Summary of duties and responsibilities |  | | |
| Reason for leaving |  | | |

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| --- | --- | --- | --- |
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| Summary of duties and responsibilities |  | | |
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| --- | --- | --- | --- |
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| Summary of duties and responsibilities |  | | |
| Reason for leaving |  | | |

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| **Suitability for Post** |
| Question 1  If you are appointed, what will you need to concentrate on during the first 3 months in post? (max. 300 words) |
|  |
| Question 2 - **Supporting Statement**  Please tell us why you want to be considered for this particular post within Wheels for Wellbeing and why you think you are suitable for the work by showing how you meet the requirements of the person specification. |
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| **Declaration** | |
| To the best of my knowledge I declare that the information contained in this application form is accurate and correct.  I understand and agree that:   1. The provision of false information may result in disqualification from the recruitment process or termination of employment.   b) Where I cannot provide evidence of qualifications, suitable references and/or the right to live and work in the United Kingdom the offer of employment may be rescinded and/or employment terminated.  c) Under the Rehabilitation of Offenders Act (if it applies to the post for which I am applying) failure to disclose any convictions spent or otherwise will result in non-appointment or disciplinary action and potential dismissal.  d) Where the post for which I am applying requires a background check, I hereby agree to the relevant check being made by the relevant organisation about the existence and content of a criminal records spent or otherwise.  e) All information contained in this form will be treated as strictly confidential, and used only for recruitment purposes. By supplying information, you are indicating your consent to the information being processed for all employment purposes as defined in the Data Protection Act 2018, and any verification checks that may be made.  **Signature**:       **Date**:  Please email your completed application form by 9am on Wednesday 12th February 2020 as per instructions in “Notes for completing the application form) | |
| Signed: | (if you are emailing this form to us, please type your name here and send it from your personal email address) |
| Date: |  |