Application form for external applicants

Personal information (confidential)

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| **Application for employment** |
| Return this form to: support@somersetfa.com  |
| Role Applied for: |  |
| **Personal details** |
| Title: |  |
| Name: |  |
| Address: |
|  |
| Email: |  |
| Telephone (landline): |  |
| Telephone (mobile): |  |
| National Insurance No: |  |
| Do you hold a current driving licence? | Yes |  | No |  |
| Expiry date: |
|  Details of endorsements (if none, please insert “N/A”) |
| Do you have a current right to work in the UK? | Yes |  | No |  |
|  If no, please provide details. |

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| **Personal Statement**  |
| Please tell us about yourself and why you believe that you would be suitable for the post advertised: |
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| **Education** |
| Please provide your education history here: |
| Schools/Colleges/University  | Date Attended  | Qualification gained |
|  |  |  |
| **Employment history** |
| Name and address of employer(s) | Job title and main duties | Date of departure and reason for leaving |
|  |  |  |
| Please note here any other employment that you would continue with if you were to be successful in obtaining this role: |
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| **Personal development** |
| Please include any courses, membership, voluntary work or responsibilities you have obtained that you consider relevant, with outcomes where applicable: |
|  |
| **Professional Bodies/Qualfications** |
| Please note here any membership you hold of professional bodies, include grade of membership or other relevant details:  |
|  |
| **References** |
| Please note here the names, organisation name (where applicable) and addresses (Including Email) of two persons from whom we may obtain both work and character references |
| 1. |
| 2. |
| **Data protection statement** |
| All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Organisation will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on lawful basis to process the information provided by you in this form.Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.For more information on how we use the information you have provided, please see our privacy notice for job applicants which can be obtained by emailingthe Chief Executive at Jonathan.pike@somersetfa.com or on our website. |
| **Declaration** |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Organisation being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010). |
| **Signed:** |  | Date: |
|  |
| You may use a separate sheet to include more information on any of the above questions if necessary, marking clearly the page number. |