

**Application Form Guidance Notes - Please read carefully.**

**Personal details**

You must complete this section in full. It can be detached from the main body of the application for the anonymous shortlisting of applications. Please ensure that you read the declaration carefully and sign and date the form. If you are submitting your application via e-mail, please type your name and the date. This together with your accompanying e-mail will be deemed to form an electronic signature. If you are invited to interview you may be asked to sign a paper copy of your application.

**Why you are applying for this position**

This section is very important as it allows you the opportunity to explain why you wish to apply for the position and why you feel you are a suitable applicant. Please explain in what ways your skills, knowledge and experience match the requirements specified in the advertisement and/or the job description, and give details of any relevant interests or activities you feel would further support your application.

**Employment information**

Please provide details of your previous roles and employers, in this section you will need to provide the name of a referee and full contact details for your last 2 employers (if you have worked before).

**Education, CPD, Lived Experience, Professional development& Membership of Professional Bodies**

We value lived experience and actively encourage you to show what personal development and activities you have undertaken which you believe are relevant to your application. If you are currently studying or have recently left education we may seek an academic reference. Please ensure you provide the name and full contact details of a tutor or lecturer who would be willing to provide such a reference.

Please provide full details of all formal qualifications you have received and any for which you are studying. If you are a member of any professional bodies please provide details in the relevant section. You may be required to provide originals of your certificates relating to academic or professional qualifications. Please add details of any Continuous Professional Development (CPD).

**Other Information**

We are unable to accept applications from individuals who do not have the right to work in the UK. If you hold a valid work permit or visa you will be asked to produce your passport and visa on or before the first day of employment. In line with the Rehabilitation of Offenders Act 1974 spent convictions need not be disclosed, however current convictions may be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.

The Chartered Institute appoints on merit and endeavours to recruit from all sections of the community. In order that we reach a wide cross section of candidates and attract those that are the most suitable, it is helpful for us to know how you heard of the vacancy. If you responded to an advertisement please specify the publication or media

**Use of Data and Data Protection Statement**

The Chartered Institute will use the information provided by you on this form, and by the referees you have noted, to process your application for employment. We will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

**APPLICATION FOR EMPLOYMENT**

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| **Position applied for**: |  |

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| **Personal Details** |
| **Title** | **Forename(s)** | **Surname** |
| **Permanent address**  | **Postcode** |
| **Telephone number country code** | **Mobile telephone number** | **Home telephone number** |
| **e-mail address:** | **Are you happy to receive text messages relating to this application? Yes** **[ ]  No** **[ ]**  |

**Do you require a work permit to work in the UK? Yes** **[ ]  No** **[ ]**

If yes and you already have a work permit what type of permit is it:

|  |  |
| --- | --- |
| Date of issue | Place of issue |
| Date of expiry  | Passport number |
| Visa number | Type of permit |

**Have you ever been convicted in a Court of Law and/or cautioned in respect of any offence which is not deemed as now spent? Yes [ ]  No [ ]**

If yes, please give details below:

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**How did you hear of this vacancy?**

Please give details below:

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**The Chartered Institute will use the information provided by you on this form, and by the referees you have noted, to process your application for employment. We will treat all personal information with the utmost confidentiality and in line with current data protection legislation. The information will be subsequently used for the administration of your employment should you be successful in your application and in relation to any legal challenge which may be made regarding our recruitment practices.**

**If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus 6 years following the end of your employment. This includes your criminal records declaration, records of any security checks and references. If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for 6 months from the closure of the campaign.**

**By signing this application form you:**

* **Authorise the Chartered Institute to contact previous employers or education(s) establishments mentioned in order to obtain references to support this application once an offer has been made and accepted.**
* **Confirm that the above information is complete and correct and that any untrue or misleading information will give the Institute the right to terminate any employment offered.**
* **Understand that any offer of employment is subject to the Chartered Institute being satisfied with the results of a series of relevant checks including references, eligibility to work in the UK, criminal convictions and probationary period.**
* **Authorise the Chartered Institute to retain this information as outlined above.**

**Signed:** …………………………………………………………………………………………….………………………………… **Date:** ………………………………...

**Print name:** ……………………………………………………………………………………………………………………….

*If submitting by e-mail please type your name and the date. This, together with your attached e-mail will be deemed to form an electronic signature.*

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| **Why you are applying for this position** |

 **Please briefly explain why you have applied for the position**

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**Please tell us how your skills, knowledge and experience (lived or work) match the role requirements and give details of any relevant interests or activities you feel would further support your application.**

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| **Employment Information** |

**Please give details of your employment (paid or unpaid) starting with your present/most recent employer and working backwards. Please include contact details for referees in your last 2 roles. Please continue on a separate numbered sheet if necessary**

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| **Name, full address & telephone number of current employer** |
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| **Job title** | **From (MM/YY)** | **To (MM/YY)** |
| **Reason for leaving** | **Name of referee** |
| **Position of referee within organisation** | **Postal address** |
| **Landline telephone number** | **e-mail address** |

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| **Name, full address & telephone number of employer** |
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| **Job title** | **From (MM/YY)** | **To (MM/YY)** |
| **Reason for leaving**  | **Name of referee** |
| **Position of referee within organisation** | **Postal address** |
| **Landline telephone number** | **e-mail address** |

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| **Name, full address & telephone number of employer** |
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| **Job title** | **From (MM/YY)** | **To (MM/YY)** |
| **Reason for leaving**  |  |

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| **Name, full address & telephone number of employer** |
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| **Job title** | **From (MM/YY)** | **To (MM/YY)** |
| **Reason for leaving** |  |

**Education, CPD, Lived Experience, Personal Development & Membership of Professional Bodies**

**Education/Qualifications obtained and currently being pursued**

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| --- | --- | --- | --- | --- |
| **Date** | **Institution name & address** | **Subject/course** | **Level****(GCSE, ‘A’ level ,NVQ, Degree etc)** | **Grade achieved** |
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**Name and contact details of teacher, tutor or lecturer who would be willing to act as a referee** (if applicable – see Guidance Notes)

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| **Name** | **Position/Job Title** |
| **Address (inc postcode)**  |
| **E mail address** | **Landline telephone number** |

**Membership of Professional Bodies**

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**CPD, Lived Experience & Personal Development**

**Please outline any other relevant Continuous Professional Development, Lived Experience or Personal Development activities undertaken.**

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