

Guide to completing the application form

If you do not fully complete your application form we may not be able to shortlist you for interview.

EMPLOYMENT HISTORY

Present Post (If currently unemployed please leave this section blank)	Job Title		
Employer Name and Address:	Month a		
Salary and benefits:	Reason for leaving:		
Major duties and responsibilities:			
Previous posts (please start with the most recent and provide full history from the date that you left full-time education, additional space is available).			
Job Title:	Employer: Name and Address	Dates: (month and year)	Reason for leaving:
		to	
		to	
		to	
		to	
		to	
		to	
		to	

EMPLOYMENT HISTORY

In this section: Please provide a complete employment history. Your employment or other activity must run consecutively and dates given must include month & year

Please provide details and reasons of any gaps in employment.
E.g. - unemployed

GAPS IN EMPLOYMENT

In this section: Please provide information on any gaps from leaving education to starting employment. You also need to provide an explanation for any gaps between jobs e.g. seeking employment, raising children, travelling – if so state where.
Please include dates (month & year) to cover these gaps.

EDUCATION & TRAINING

EDUCATION & TRAINING

In this section: Please complete fully providing name and address of education and further/higher education. Please give full dates of attendance (month & year)

Training: Please provide name and address of training centre and give dates of attendance, we need to see all essential qualification certificates. Please put No or N/A where you have nothing to add

Secondary Education	
Name and Address:	Dates attended Month & Year:

Further/ Higher Education			
Name and Address:	Date attended:	Subject/s:	Qualification/ grade:

Other relevant training, professional qualifications or work related skills (for example languages etc.):

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Are you undertaking any course of study at present? (If so, please give details)

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Do you have membership of any professional bodies? (If so, please give details, including offices held)

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It is WESC's policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks being carried out.

SUPPORTING STATEMENT

Please use this section to explain how you meet the relevant motivation for making this application

SUPPORTING STATEMENT

In this section: This is a critical part of the application. You need to ensure that you have covered as many of the points that we have stated to be essential or desirable in the person specification on your application form. If we cannot see this evidence in your application we may not shortlist you for interview or further assessment. Spelling and grammar are important and we need to be able to read your handwriting. You need to be factual and provide examples to demonstrate your skills, ability or experience.

ADDITIONAL DUTIES

What is the notice required at your present post?

Are you a British subject or a national of any EU Country?

If not, do you have the right to work in the UK and own a car?

If so, please state the expiry date of your right to work in the UK:

Do you have a full driving licence? Yes No

Do you have any current endorsements? Yes No

Do you have use of a car? Yes No

Where did you see the advertisement for the post?

Additional Duties

In this section: You will need to complete all areas placing a tick in the boxes or NA where you have nothing to add. Please also state where you have seen the post advertised, this helps us identify the best ways to advertise

DISABILITIES

Do you require any special arrangements to be made for you on account of a disability?

If "yes", please give brief details of the effects of your disability and other information that you feel would help us to accommodate you to meet our obligations under the Equality Act 2010:

If you are Blind or Partially Sighted, please indicate the preferred format that we should use to correspond with you, i.e. email large print etc.

DISABILITIES

In this section: You will need to let us know if you require any special arrangements to be made for your interview. Please provide brief details of your disability to help us accommodate your needs.

CONVICTIONS

Do you have any convictions, cautions, reprimands or final warnings by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2011 amendments) or any other convictions, cautions, reprimands or final warnings? (If you have any convictions, cautions, reprimands or final warnings that are 'protected' and are not subject to disclosure through the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2011 amendments) or any other convictions, cautions, reprimands or final warnings, filtering of these cautions and convictions can be found on the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2011 amendments) or any other convictions, cautions, reprimands or final warnings.)

Yes/no
(if yes please provide supporting information under separate cover)

Any offer of appointment will be subject to an enhanced DBS check of the Barred list for children will be carried out. For adults a check of the Barred list for adults will be carried out. Where candidates have resided outside the UK an additional check will be required.

CONVICTIONS

In this section: You must let us know if you have any convictions, cautions, reprimands or final warnings. This may not necessarily prevent you from working at WESC. All roles at WESC Foundation are subject to an enhanced DBS check. Anyone who declares they have no convictions, but later found to have a conviction through the DBS check, is likely to be removed from the recruitment process due to lack of trust.

REFERENCES

Please give the details of **three referees**, stating how long you have known them. At least one referee must be from your **current or most recent employer** and one must be from a previous employer. For shortlisted candidates may be taken up before interview if you agree.

1. Name: _____
 Company: _____
 Address: _____
 Telephone: _____
 Occupation: _____
 Time known and relationship: _____
 May references be taken up before interview? _____

REFERENCES

In this section: You will need to provide 3 referees, please make sure you fully complete this section, providing up to date contact information for each referee. We will seek employer references from your current/most recent employment and previous employments. We may seek references from higher education establishments where courses were undertaken or from overseas employment if within the last 5 years. Personal references cannot be related to you or live at the same address.

2. Name: _____
 Company: _____
 Address: _____
 Telephone: _____ Email: _____
 Occupation: _____
 Time known and relationship: _____
 May references be taken up before interview? Yes No

3. Name: _____
 Company: _____
 Address: _____
 Telephone: _____ Email: _____
 Occupation: _____
 Time known and relationship: _____
 May references be taken up before interview? Yes No

Data Protection

Information from this application may be processed for purposes registered by the Employer under the General Data Protection Regulation (GDPR) which replaces the Data Protection Act 1998.

Declaration

I hereby give my consent to WESC processing the data supplied in this application form for the purpose of recruitment and selection. I declare that the information given in this application is to the best of my knowledge complete and correct.

Applicant's signature: _____ **Date:** _____

(accompanying email from own mailbox will suffice at this stage)

Note: Any false, incomplete or misleading statements may lead to dismissal.