Job Application Form

Please complete this form fully using **black ink or type**. C.V.s are not accepted on their own. Applications received after the closing date will not normally be considered.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

Section 1   Personal details

Last Name: **First Name:**

Address:

Postcode:

Home Telephone Nº: **Date of Birth:**

Letters   Numbers   Letter

Mobile Telephone Nº: **National Insurance Nº:**

E-mail address:

Section 2   Education

Qualifications obtained from Schools and Colleges

College	Course	Qualifications and grades obtained

School	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

Section 3   Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

Title of Training Program or Course	Duration of Course

Continue on a separate sheet if necessary

Section 4   Employment (If Applicable)

Present Employment (If now unemployed give details of last employer)

Name of Employer:

Address:

Postcode:

Post Title:

Date of Appointment:

Brief description of duties:

Continue on a separate sheet if necessary

Period of Notice: **Last day of service** (if no longer employed)**:**

Reason for leaving (if no longer employed)**:**

Section 5   Personal Statement

Abilities, skills, knowledge and experience.
Please use this section to explain why you think you are suitable for the position. If you are or have been involved in voluntary/unpaid activities, please also include this information.

Continue on a separate sheet if necessary

Section 6   Disability Discrimination Act

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities.

Do you have a disability which is relevant to your application?   **Yes** ☐   **No** ☐

If yes, please give details:

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Do we need to make any specific arrangements in order for you to attend the interview?   **Yes** ☐   **No** ☐

If yes, please give details:

Section 7   References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

Reference 1	Reference 2
Name:	**Name:**
Position:	**Position:**
Relationship:	**Relationship:**
Organisation:	**Organisation:**
Address:	**Address:**
Postcode	Postcode
Telephone Nᵒ:	**Telephone Nᵒ:**
E-mail:	**E-mail:**

Are you willing for this referee to be approached prior to the interview?   **Yes** ☐   **No** ☐

Are you willing for this referee to be approached prior to the interview?   **Yes** ☐   **No** ☐

Section 8   Declaration

Signed: **Date:**

Candidates selected for interview will normally be notified within three weeks of the closing date. Unfortunately applicants who do not receive a reply must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post.

Barnsley Community Build undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.

If you are returning this form by email, you will be asked to sign your application at the interview.

R E T U R N I N G   T H I S   F O R M

By Hand or Post:
Barnsley Community Build
189 Sheffield Road
Barnsley
S70 4DE

Enquiries:
Telephone: 01226 786780