## 

Units 3 & 4,

The Courtyard, Bowdens Farm

Langport,

TA10 0BP

**Telephone:** 01458 550973

**E**-**mail**: recruitment@sparksomerset.org.uk

## Application for Employment

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| **Notes for completion:**  Please complete this form in black ink or return via email to recruitment@sparksomerset.org.uk.  Additional sheets may be attached.  Please complete all sections. Post Applied for: |

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| **1. PERSONAL DETAILS** | |
| SURNAME: | FIRST NAMES: |
| ADDRESS: | HOME PHONE NUMBER:  WORK PHONE NUMBER: |
| EMAIL: | Do you own/have access to a car? |
| Where did you hear about the job? | Have you a current full driving licence? |

In accordance with the Data Protection Act 2018, Spark Somerset will hold and use data held on you for administration purposes only. We would stress that your personal data is available only to Spark and not for direct access by third parties.

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| **2. EDUCATION AND QUALIFICATIONS** | | | |
| SECONDARY SCHOOL/COLLEGE/UNIVERSITY ETC | DATES  FROM TO | QUALIFICATIONS | GRADE |
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| **PRESENT/PREVIOUS EMPLOYMENT AND VOLUNTARY WORK**  **(most recent first)** | | | |
| DATES  TO FROM | NAME & ADDRESS OF EMPLOYER | JOB TITLE & BRIEF OUTLINE OF RESPONSIBILITIES | REASON FOR LEAVING |
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| **5. Any Additional Information (please continue on a separate sheet if necessary)** |
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| **6. CRIMINAL CONVICTIONS** |
| Do you have a criminal record, including any pending convictions? All information given will be used only to assess the applicants’ suitability for the post and that they will be considered on merit and ability. Please enclose any disclosure letter marked private and confidential for the attention of the Chief Executive |

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| **7. WORKING IN THE UK** |
| Do you have the right to work in the UK?  (You will be required to provide proof of identity prior to commencing employment). |

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| **8. REFERENCES** | |
| NAME: | NAME: |
| ADDRESS & TELEPHONE NUMBER  EMAIL: | ADDRESS & TELEPHONE NUMBER  EMAIL: |
| POSITION | POSITION |
| MAY WE CONTACT THIS REFEREE PRIOR TO INTERVIEW?  YES/NO | MAY WE CONTACT THIS REFEREE PRIOR TO INTERVIEW?  YES/NO |

|  |  |
| --- | --- |
| **9. DECLARATION**  I declare that the information given on this application form is to the best of my knowledge true and complete. | |
| SIGNED | DATE |

Please return this form to: recruitment@sparksomerset.org.uk