



**Application for Employment**

Please type or complete in blue/black ink.

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| **Post applied for:** |  |

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| Personal Details |
| **Full name:** |  | **Title:****(Mr, Miss etc.)** |  |
| **Home/Private Address:** |  |
| **Postcode:** |  | **Telephone (home):** |  |
| **E-mail:** |  | **Telephone (mobile)** |  |
| **Preferred contact method** (mobile etc.)**:** |  |
| **Do you have the legal right to work in the UK?** |  **Yes** **No** | **If YES, please provide National Insurance Number** |  |

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| References |
| Please provide details of two referees who will be able to give an evidenced account of your workplace/educational performance. One of the referees should be your current or most recent employer/voluntary organisation, a university/college tutor or an HR professional from your previous employment. You must not include friends or members of your family. |
| **Reference 1:** (head teacher, lecturer, employer or similar person if this is a first appointment)**:** |
| **Name:** |  | **Relationship:** |  |
| **Job Title:** |  | **Telephone:** |  |
| **Organisation name & address**  |  | **E-mail:** |  |
| **Postcode** |  |
| **May we contact this referee prior to interview?**  | Yes/No |
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| **Reference 2:**  |
| **Name:** |  | **Relationship:** |  |
| **Job Title:** |  | **Telephone:** |  |
| **Organisation name & address** |  | **E-mail:** |  |
| **Postcode** |  |
| **May we contact this referee prior to interview?**  | Yes/No |

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| Present Employment |
| **Job Title:** |  | **Present Salary:** |  |
| **Employer Name & Address**  |  | **Date of Appointment:** |  |
| **Period of Notice Required:** |  |
| **Please give a brief description of your major duties and responsibilities** |
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| Employment History (List recent first) |
| **Job Title:** |  |
| **Employer Name & Address**  |  | **Employment From/To Dates:** |  |
| **Reason for Leaving:** |  |
| **Please give a brief description of your major duties and responsibilities** |
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| **Job Title:** |  |
| **Employer Name & Address**  |  | **Employment From/To Dates:** |  |
| **Reason for Leaving:** |  |
| **Please give a brief description of your major duties and responsibilities** |
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| **Job Title:** |  |
| **Employer Name & Address**  |  | **Employment From/To Dates:** |  |
| **Reason for Leaving:** |  |
| **Please give a brief description of your major duties and responsibilities** |
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| --- | --- |
| **Job Title:** |  |
| **Employer Name & Address**  |  | **Employment From/To Dates:** |  |
| **Reason for Leaving:** |  |
| **Please give a brief description of your major duties and responsibilities** |
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| Education & Training Qualifications |
| Please include any training/education and qualifications that you feel are relevant for this role, listing the most recent first. Please continue on a separate sheet if necessary. |
| **Name of Educational Establishment:** |  | Examinations Passed |
| Dates From | Subject | Level | Grade | Date |
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| Membership of Professional Bodies |
| Please include any training/education and qualifications that you feel are relevant for this role, listing the most recent first. Please continue on a separate sheet if necessary. |
| **Name of Body or Institution:** | **Grade of Membership or Qualification:** | **Date Awarded** |
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| Knowledge, skills and experience (used for shortlisting) |
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| **This is a very important part of your application. Please refer to the Role Profile closely when completing this section. Please try and match your knowledge, skills and experience to the criteria for the role as set out in the role profile.** |

| Why Fairfax House? |
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| **Please tell us why you want to work for Fairfax House in this role.** |

| Criminal convictions |
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| Have you ever been convicted of a criminal offence (as defined by the Rehabilitation of Offenders Act 1974)? If YES, please provide full information under separate cover to the HR Systems & Services Manager. If the position is exempt from the Act, this will be stated in the Person Specification and full disclosure of convictions is required.  |  |

| Declaration |
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| I confirm that the above information is full and correct to the best of my knowledge. I understand that if I have given misleading or false information, this may result in the withdrawal of this application; retraction of offer of employment or dismissal. I give express permission for Fairfax House to process any information provided in this application, including personal data, for the purpose of employment. All data will be kept and processed in accordance with the Data Protection Act 1998. If my application is unsuccessful, my details will be retained for up to twelve months. All employment is subject to the receipt of satisfactory references and where applicable, a satisfactory medical report.I agree that should I be successful in this application, I will, if required, agree to Fairfax House applying to the Criminal Records Bureau/Scottish Criminal Records Office for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company, any offer of employment may be withdrawn or my employment terminated. |
| **Signature (type name if sending by e-mail):** |  | **Date:** |  |
| Please return your completed **application form** and other **addition information** by e-mail to: info@fairfaxhouse.co.uk or post to the address on the application form.  |

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| **Where did you *initially* find out about this post?** |  |

| Useful Information |
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| Use of Curriculum Vitae (CVs) | We are committed to recruiting the best people to fill our vacancies in a fair and equitable way. Our candidates are asked to fill in an application form so that we can assess what each individual can bring to the role in a consistent way. |
| Short-listing | The Trust is an equal opportunities employer and as such all appointments are made on merit. Short-listing is carried out objectively by assessing the information you provide against the requirements of the job as detailed in the Job Description. If you are shortlisted you will be contacted and invited to attend an interview. Please do let us know of any issues or requirements that may have to attend the interview. If there are any special arrangements associated with the interview process you will be advised accordingly i.e. knowledge skills tests, presentation, etc.  |
| Pre-employment Checks | All job offers and ongoing employment are subject to: satisfactory references; proof of qualifications; eligibility for employment, and where relevant, a decision based upon a disclosure from the Criminal Records Bureau. |

Completed application forms should be sent to info@fairfaxhouse.co.uk or York Civic Trust, Fairfax House, Castlegate, York, YO1 9RN