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Application Form

Personal Information (Confidential)

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| **Organisation name:** |

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| **Application for employment** |
| The information provided on this application form will remain private and confidential and will be used for the purpose of selection/recruitment. For further information on how we use and store this information in accordance with GDPR and the Data Protection Act 2018, please request our Recruitment Privacy Notice.  Please complete all sections of the form and do not separate any part of it.  Please also note that the organisation may approach third parties to verify the information that you have given in this form. By signing this form, you consent to us doing this.  On completion, please return this form to:  **Name:** Claire Hislop  **Position:** Head of Operations  **Address:** [claire@solvingkidscancer.org.uk](mailto:claire@solvingkidscancer.org.uk) |
| **Post title:** |
| **Date of submission:** |

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| **1. Personal details** | |
| Full Name: |  |
| Address: |  |
| **Contact Details** | |
| Email: |  |
| Home Tel: |  |
| Work Tel: |  |
| Mobile: |  |

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| **2. Employment History** | | | |
| Please give details of all jobs held including part-time and unpaid work, starting with your current or most recent employer. Continue on a separate sheet if needed. | | | |
| **Name and Address of Employer** | **Employment Dates** | **Position / Job Title** | **Reason for Leaving** |
|  |  |  |  |
| **Main duties:** | | | |
| **Name and Address of Employer** | **Employment Dates** | **Position / Job Title** | **Reason for Leaving** |
|  |  |  |  |
| **Main duties:** | | | |
| **Name and Address of Employer** | **Employment Dates** | **Position / Job Title** | **Reason for Leaving** |
|  |  |  |  |
| **Main duties:** | | | |
| **Name and Address of Employer** | **Employment Dates** | **Position / Job Title** | **Reason for Leaving** |
|  |  |  |  |
| **Main duties:** | | | |
|  | | | |
| Please provide an explanation for any gaps in employment: | | | |
|  | | | |
| **3. Educational, Technical and Professional Qualifications** | | | |
| Please name any awarding institute or professional body in full and include attainment level specifying relevant grades or grade of membership. | | | |
| **4. Personal development** | | | |
| Please include any courses, membership, voluntary work, or responsibilities you have obtained that you consider relevant, with outcomes where applicable. | | | |
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| **5. Other skills** | | | |
| Languages spoken/written (please indicate level of competence). | | | |
| Computer literacy (please specify software and level of competence). | | | |

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| **6. Other information** | | | | | | |
| How/where did you hear about this vacancy? | | | | | | |
| Have you made an application to this organisation before? | Yes | |  | No |  | |
| If yes, please give details: | | | | | | |
| Are you currently eligible for employment in the UK? | Yes |  | | No | |  |
| Please state what documentation you can provide to demonstrate this, e.g., British passport/European Economic Area identity card/full birth certificate/passport or travel document showing an authorisation to reside and work in the UK. | | | | | | |

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| **7. Supporting Statement** |
| Please state how your skills, experience and knowledge meet the criteria for this post. Please reference your experience, skills and abilities, values and personal qualities in relation to the role responsibilities and specification detailed within the Job Pack provided. |

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| **Declaration** | | | |
| I declare to the best of my knowledge and belief, all particulars I have given in all parts of this application form are complete and true. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable to dismissal.  I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility, a returned basic DBS check, a probationary period and (if the organisation believes it appropriate) a medical report, all of which must be deemed by the organisation as satisfactory. | | | |
| **Signed:** |  | **Date:** |  |

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| **How to submit your application form** |
| Please email your completed Application Form to Claire Hislop, Head of Operations, at [claire@solvingkidscancer.org.uk](mailto:claire@solvingkidscancer.org.uk) |

***Our work and practice are underpinned by safeguarding principles with the aim of protecting children and young people and enhancing their welfare. Solving Kids’ Cancer always works in accordance with legislation, statutory guidance and best safeguarding practices.***

***We are an equal opportunity employer and welcome applications from all suitably qualified candidates, regardless of age, disability, gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex, or sexual orientation.***