**Application form**

**Confidential**

As an Equal Opportunity Employer we welcome applications from all sections of the community.

Please ONLY include your name in the Name Field, and nowhere else in your application, as applications will be reviewed with personal details removed, as part of our inclusive recruitment policy.

|  |  |  |
| --- | --- | --- |
| **Position applied for** | | **Publication/Source of vacancy** |
| **Personal details** | | |
| **Surname** | **First name(s)** | **Title / Pronoun** |
| **Preferred name (if different than first name)** | | |
| **Address** | | |
| **Email** | | |
| **Home telephone number** | | **Mobile telephone number** |

|  |  |
| --- | --- |
| **Current / Most recent employment** | |
| **Name of organisation** | **Job Title** |
| **Date of appointment** | **Current/Final Salary (if any)** |
| **Period of Notice Required** | **Reasons for leaving** |
| **Please give a brief outline of duties and responsibilities** | |

**Previous employment (paid or unpaid)**

Please use this section to outline in date order (starting with the most recent) details of your paid employment, volunteering activities and any other relevant activities. Where you have been employed by an agency outline the details of the agency as well as the placement(s).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job title** | **Organisation** | **Responsibilities** | **Reason for leaving** | **Start date (MM/YY)** | **Leave date (MM/YY)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**(Add rows as necessary)**

**Please explain any gaps in your employment history and explain the reasons:**

**Please list the full title of any relevant professional body of which you are a member, and the length of your membership:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Education and training**  Please provide details of any role-specific qualification here. Our inclusive recruitment policy means that we do not require applicants to provide a full educational background on our application form, but you are welcome to provide details of any relevant degrees or educational experience you may have. We do however require applicants to confirm that they meet any required criteria specified in the Role Description. We may ask to see the proof of any declared qualifications at the interview stage or later, please be sure you have these available.  Please list in date order starting with the most recent. | | | |
| **Qualification** | **Grade** | **Start (MM/YY)** | **End (MM/YY)** |
|  |  |  |  |
|  |  |  |  |

**(Add rows as necessary)**

**Training courses**

**Please provide details of any other relevant qualifications or courses attended, including non-certificate courses:**

|  |
| --- |
| **Supporting statements [in two parts]** |
| 1. Please provide some examples of how the skills and experience you have make you a great candidate for this role at Bishopsgate Institute.   The Person Specification included in the Job Description lists the specific skills and experience we're looking for. Please make sure you refer clearly to the Person Specification and demonstrate how you meet the criteria for succeeding in this role.  As far as possible, we will consider applications from candidates with **potential and transferable skills** and not just those candidates who have worked previously in the same role or at the same level. However, where a professional qualification is required, we will not be able to consider candidates without it. |
|  |
| 1. Why does this role interest you? What is it about Bishopsgate Institute that makes you want to join our team, and how do you connect to the work that we do? |
|  |

**Accurate spelling, punctuation and grammar are really important to us, so please use a spell checker and read through your application before submitting it.**

**References**

Please provide the details for two referees. We will not contact your referees prior to any successful appointment to the role.

**Referee 1**

**Name:**

**Organisation:**

**Job Title:**

**Relationship to you:**

**Address:**

**Email:**

**Phone number:**

**Referee 2**

**Name:**

**Organisation:**

**Job Title:**

**Relationship to you:**

**Address:**

**Email:**

**Phone number:**

**Please indicate if you have any professional or personal connection with any member of Bishopsgate Institute’s governing body or staff**

Yes [  ]     No [  ]

**If yes, please provide details:**

**Please provide relevant details of any disability or access requirements that you need Bishopsgate Institute to be aware of:**

**Are there any restrictions to your residence in the UK which might affect your right to take up employment here?**

Yes [  ]     No [  ]

**If YES please give details:**

**Declaration**

The details given on this application are correct to my knowledge and belief.  I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information.  By signing and returning this application form, I consent to the employer using and keeping information about me provided by me or by third parties such as referees relating to my application or future employment.  Such information includes details relating to my health and to any criminal record.

SIGNED:          \_ \_ \_ \_ \_ \_ \_  \_ \_ \_ \_ \_ \_ \_ \_ \_                                    DATE: \_ \_ / \_ \_/ \_ \_\_ \_

**Thank you for completing this application form.**

**Please send to HRAdmin@bishopsgate.org.uk with the completed Equal Opportunities form before the relevant deadline.**