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| POSITION APPLIED FOR: |
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| YOUR DETAILS | | | |
| Surname: | Forenames: | | |
| Address: | | | |
|  | | | |
|  | | | Postcode: |
| Email: | | Telephone: | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYMENT HISTORY** | | | | |
| Name and address of previous employers | Dates:  From | To | Reason for leaving | Final salary |
| *[enter text here]* |  |  |  |  |
| Job title and main responsibilities | | | | |
| *[enter text here]* |  |  |  |  |
| Job title and main responsibilities | | | | |
| *[enter text here]* |  |  |  |  |
| Job title and main responsibilities | | | | |
| (Expand form or use a separate sheet if necessary)  **Length of notice required by your present employer (if applicable):** | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EDUCATION** | | | | |
| University/College/School attended (most recent first) | From | To | Qualification | Grade |
|  |  |  |  |  |

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| --- | --- |
| **PROFESSIONAL QUALIFICATIONS/MEMBERSHIPS,**  **AWARDS, CERTIFICATES AND TRAINING** | |
| Description | When Undertaken |
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| **How do you think your previous experience and knowledge will help you undertake this role?** (500 words maximum) |
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| **How do your skills and experience enable you to meet the essential and/or desirable criteria?** (500 words maximum) |
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| **Please tell us why you would like to work for Don Catchment Rivers Trust in this role?** (300 words maximum) |
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| **Tell us about your hobbies and interests** (200 words maximum) **…** |
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| **Do you have any unspent convictions** (Yes/No)?  Please tick “Yes” if you have any convictions that are not yet spent under the Rehabilitation of Offenders Act 1974. The term ‘convictions’ is used to refer to any sentence or disposal issued by a court. If all your convictions are spent, you can tick “No”. If you’re not sure if your convictions are unspent or spent, you can use a tool available at [**www.disclosurecalculator.org.uk**](http://www.disclosurecalculator.org.uk/) and read guidance at [**hub.unlock.org.uk/roa**](http://hub.unlock.org.uk/roa). |
| **Do you have a driving license?** (Yes/No)  **Do you have any current endorsements?** (Yes/No)  **Do you / will you have use of a vehicle?** (Yes/No) |

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| **REFERENCES** |
| Please supply 2 references. One reference should be from your current/most recent employer. The other should not be a relative. References will not be sought from your current employer until a conditional offer of employment is made. |

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| **Name:** |
| **Address:** |
|  |
| **Occupation:** |
| **Telephone No.:** |

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| **Name:** |
| **Address:** |
|  |
| **Occupation:** |
| **Telephone No.:** |

I hereby consent to the Trust processing the data on this form, and (if applicable) subsequent data collected during the administration of my term of employment, for the purpose of considering my application for employment and (if applicable) administering and supervising my employment and any subsequent pension. I agree that such data may be made available to those who reasonably need to know the same within the Trust. The Trust will destroy my personal data once no longer required for current administrative purposes.

**Declaration: I confirm that the information given on this form is to the best of my knowledge, true and complete and accept that any false statement may be sufficient cause for rejection or, if employed, summary dismissal.**

|  |  |
| --- | --- |
| **Signature** | **Date** |

**Please return the completed form to:** [jobs@dcrt.org.uk](mailto:jobs@dcrt.org.uk)