**Vacancy Application Form**

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| **Personal Information** |
| **Position Applied For** |  |
| **Where did you see details of the vacancy?** |  |
| **Title** |  |
| **Full Name** |  |
| **Address** |  |
| **Email** |  |
| **Telephone (Landline)** |  |
| **Telephone (Mobile)** |  |
| **Are you related to or known by any employee or Trustee of Together Active? If yes, please provide further details** | **YES** |  | **NO** |  |
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| **Employment History**  |
| **Current / Most Recent Role Title & Employer:** |  |
| **Dates from and to:** |  |
| **Salary:** |  |
| **Notice Required:** |  |
| **Description of the role and main duties:** |  |
| **Key Achievements:** |  |
| **Please provide the remainder of your employment history here including details of any gaps in employment .** |
| **Name and address of employer(s)** | **Job Title** | **Main Duties and Achievements** | **Date of Employment (from and to)** | **Reason for Leaving**  |
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| **Education: please provide your education history here:**  |
| **Schools / Colleges / Universities / Institution** | **Dates from and to** | **Qualification Gained** | **Grade** |
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| **Please provide details of any other qualifications / training.** |
| **Institution / Training Provider** | **Dates from and to** | **Qualification Gained** | **Grade (if applicable)** |
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| **Additional Information** |
| Please demonstrate how you will be able to meet **the requirements of the role for this post (please see role profile and person specification for more information).** Please also give any other details to support your application, such as any experience (paid or voluntary), achievements, skills or knowledge that are relevant to the post. You can expand the text box if you have further information to add, or if completing manually, continue on a separate sheet, however the information should not cover more than two sides of A4.  |
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| **Criminal Record Statement** |
| **We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. A person’s criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.****If you are given a provisional offer of employment, this will be subject to the completion of a Criminal Record Declaration Form and, if relevant, a Disclosure and Barring Service check. If a criminal record is disclosed, all cases will be examined and risk assessed on an individual basis before a decision is made about suitability for the role.** |
| **Referees** |
| **Please note here the details of two referees Together Active can contact. Please note we will only contact the referees of successful candidates. One should be your most recent or current employer.** |
| **Name** | **Job Title & Company** | **Capacity known** | **Email** | **Telephone** |
|  |  |  |  |  |
| **Name** | **Job Title & Company** | **Capacity known** | **Email** | **Telephone** |
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| **Data Protection Statement – signature required** |
| **All of the information collected in this form is necessary and relevant to the performance of the job applied for. We may use the information provided by you on this form, by the referees you have noted, for recruitment purposes only. Together Active will treat all personal information with the utmost confidentiality and in line with current data protection legislation.** **Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment.****Please read this privacy notice for job applicants on our webpage** [**https://togetheractive.org/home-page/jobs/**](https://togetheractive.org/home-page/jobs/) **and sign below to confirm you understand how Together Active will process your personal data when submitting an application.****Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Declaration** |
| **I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered.** **I understand that any offer of employment is subject to Together Active being satisfied with the results of a series of relevant checks including references, qualifications (where applicable) eligibility to work in the UK, criminal record declaration, DBS checks (where applicable), an occupational health assessment.**  |
| **Signed:** | **Date:** |
| **If there are any arrangements we can make to support you should you be selected for interview, please note them here:** |