**Active Lincolnshire – Application form**

Please complete in **BLACK** ink or **TYPE**. Please complete every section.

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| **Position applied for:** |

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| **PERSONAL DETAILS** | | |
| **Title** | **Surname** | **Forename(s)** |
| **Address**  **Postcode** |  |  |
| **Telephone numbers:**  home:  mobile:  **Email:** | | |
| **National insurance number:** | | |

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| **EDUCATION**  *Please give details in chronological order (starting with most recent first) about all the education and qualifications you have. Please continue on a separate sheet if necessary.* | | |
| **School /college/university** | **Qualifications gained/subjects and grades** | **Date of qualification** |
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| **TRAINING/PROFESSIONAL QUALIFICATIONS**  *Please give details in chronological order (starting with most recent first) of other courses or training relevant to this post, in which you have taken part or attended in the last five years. You should include dates of this training. Please also detail membership of any professional bodies.* | | |
| **Course and training provider**  *(i.e. in-house, external body, professional association or institute)* | **Brief details** | **Date(s)** |
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| **EMPLOYMENT RECORD** |
| **CURRENT OR MOST RECENT JOB** |
| **Position held:**  Dates:  Name and address of employer:  Brief description of duties:  Current or last salary: |
| **PREVIOUS EMPLOYMENT** *(please start with the most recent and work backwards, continuing on a separate sheet if necessary)* |
| **Position held:**  Dates:  Name and address of employer:  Brief description of duties:  Reason for leaving: |
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| **SUPPORTING STATEMENT** | | |
| *Please use this section to support your application for the post. You should use the job description and person specification to outline how you meet the requirements for the role. Examples should be provided. You may continue on a separate sheet, but your supporting statement should be no longer than two sides of A4 paper.* | | |
| **REFERENCES**  *Please give the names and contact details of two referees whom we can contact to provide information in support of your application. One of these should be your current employer: if you are not in employment, please supply the name of your most recent employer or an academic reference (e.g. tutor or teacher).*  *Please indicate below whether references may be taken up prior to an offer of employment being made and accepted and ensure that your referees are aware of this application.* | | |
| **Current/last employment** | **Previous employment** | |

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| --- | --- |
| Name of first referee: | Name of second referee: |
|  |  |
| Their job title: | Their job title: |
|  |  |
| Their relationship to you: | Their relationship to you: |
|  |  |
| Organisation name and address | Organisation name and address |
|  |  |
| Postcode: | Postcode: |
| Email: | Email: |
| Telephone: | Telephone: |
| Referee can be contacted prior to offer being made?  YES/NO | Referee can be contacted prior to offer being made?    YES/NO |

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| **DECLARATION** |
| I confirm that to the best of my knowledge and belief the information I have given in support of my application is correct, and I understand that any misleading statement or deliberate omission may result in my dismissal and a claim for damages.  **Privacy Notice**  I have read the Active Lincolnshire privacy notice for job applicants and consent to the information contained in this form, and any other information received by or on behalf of the organisation relating to my application, being processed by Active Lincolnshire in administering the recruitment process and to assist with the prevention and detection of fraud.  **SIGNATURE: DATE:**  **Thank you for applying.** |

***Please return your application form to:*** ***lindsay.parker@activelincolnshire.com***