**Diagram

Description automatically generatedPostScript360**

**Job Title:**

*Please complete all sections of the application form. If more space is required, please attach additional sheets. The completed application form can be sent by email or by post to:*

|  |  |
| --- | --- |
| Post to:  PostScript360  1st Floor, East Wing,  The Kingswood Estate,  Britannia Road,  Kingswood.  Bristol  BS15 8DB | Email to:  info@postscript360.org.uk |

1. **Personal Details**

|  |  |
| --- | --- |
| Title: |  |
| First Name: |  |
| Last Name: |  |
| Address: |  |
| Postcode: |  |
| Daytime tel. no: |  |
| Home tel. no: |  |
| E-mail address: |  |

Are you authorised to work in the UK by being a citizen of that country, or by holding a valid permit to work in the UK? (Proof is required if invited for interview)

May we contact you on your daytime number to arrange an interview?

May we contact you by e-mail to arrange an interview?

1. **Qualifications**

|  |  |
| --- | --- |
| ***Please state name and address of educational establishment and qualifying year. Please include and include subjects studied, qualifications and grades achieved:*** | |
| Secondary Education: |  |
| Dates: |  |
| College/University: |  |
| Dates: |  |
| Further education: |  |
| Dates: |  |
| Other relevant qualifications: |  |
| Dates: |  |

**3. Work Experience**

|  |  |
| --- | --- |
| ***Starting with your most recent/current employer please give details of all previous work experience history, including job title and a brief description of duties. Please account for any gaps in employment:***  *If more space is required, please attach additional sheets.* | |
| Current or most recent:  Job title:  Address & Tel. |  |
| Start date:  End date:  Final salary: |  |
| Previous 2:  Job title  Address & Tel. |  |
| Start date:  End date: |  |
| Previous 3:  Job title  Address & Tel |  |
| Start date:  End date: |  |
| Previous 4:  Job title  Address & Tel. |  |
| Start date:  End date: |  |
| Previous 5:  Job title  Address & Tel |  |
| Start date:  End date: |  |

**4. Specific Experience**

|  |
| --- |
| ***Please describe how your experience and skills meet the criteria and requirements of the job description:*** *If more space is required, please attach additional sheets.* |
|  |

**5. Transport**

|  |
| --- |
| **Do you have a current driving licence and reliable transport?**  **Please indicate what other skills including IT software packages you have experience of and to what level:**  . |
| **6. Where did you see the advertisement for this post?** |
|  |
| **7**. The following information is needed so that all disabled applicants who meet the minimum criteria for this position are offered an interview.  **Do you consider yourself to have a disability?**  If you answered YES, you may give further details below: |
|  |

**8. Please give details of any holiday commitments or dates you would not be available for an interview:**

|  |
| --- |
|  |

**9. Declaration of Criminal Convictions**

**A: Completing a personal declaration stating any unspent criminal convictions.**

**B: Providing the name and contact information of two references you have known for at least two years, excluding family members**

**DBS Disclosure is required.**

|  |
| --- |
| **Do you have a prosecution pending or any unspent convictions?**    If you answered YES, please provide in the space below details of the convictions(s), the nature of the offence(s), and the date of any conviction(s) and any penalty / sentence imposed. These details will be kept confidential: |
|  |

**9. References**

|  |  |
| --- | --- |
| **Your referees should represent your present or most recent employer and a previous employer. Within this framework, you should give details of the person(s) most able to confirm your suitability for the post for which you are applying, and you need to provide at least two references who you have known for no less than two years, excluding family members. This may require that you provide the details of more than two references.** | |
| 1st Reference: | **Name:**  **Relationship to you:**  **Company:**  **Email:**  **Telephone:**  **Address:**  May we contact prior to interview? |
| 2nd  Reference: | **Name:**  **Relationship to you:**  **Company:**  **Email:**  **Telephone:**  **Address:**  May we contact prior to interview? |

**10. Declaration**

**I confirm that the information provided on this application form is true and correct. I understand that deliberately giving false or incomplete answers would disqualify me from consideration or, in the event of my appointment, make me liable to dismissal without notice.**

**Signed: Date:**

*(If you are returning this form electronically and unsigned you will be bound by the declaration when we receive the electronic application*

PostScript360

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