**St Matthews Big Local**

**Application Form**

You should complete this form fully in black ink or typescript and return it to:

***Manager – St Matthews Big Local***

***St Matthews Big Local***

***25 Kamloops Crescent***

***Leicester***

***LE12HX***

***CLOSING DATE : Friday 7th February 2021***

Please do not substitute a CV for the application form.

All applicants must disclose spent convictions.

If you are shortlisted for an interview, references will be sought after an interview taking place .

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Personal Details | | | | | | |
|  | | | | | | |
| Position applied for: | Business Development Worker | | | | Ref no: |  |
|  | | | | | | |
| Name: |  | | |  | | |
|  | | | | | | |
| Surname at birth  (if different): |  | | | |  | |
|  | | | | | | |
| Address: | | | Previous address(es) in last 5 years:  *(Continue on separate sheet if necessary)* | | | |
|  | |  |  | | | |
| Telephone/contact numbers: | | |  | | | |
|  | | | | | | |
|  | | | | | | |
| ***(Staff will be required to produce evidence of nationality and entitlement to work within the UK in accordance with current legislation. The provision of false information will result in action being taken that could lead to the termination of employment.)***  Work permit required/obtained: | | | | | | |
| Do you hold a current driving license? Yes  No  Are there any points on your license? Yes  No | | | | | | |

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| --- | --- | --- | --- |
| Name & Address of Institution | Subjects Taken | Level of Qualification | Date Awarded or Expected |
|  |  |  |  |
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| --- | --- | --- | --- | --- | --- | --- |
| Employment Information | | | | | | |
| Please give details of all full-time and part-time work, including any periods of self-employment. | | | | | | |
| Name & address of **Most Recent** or **Present** Employer | Dates | | | Job Title and Nature of Work | Reason for Leaving) | |
| From | | To |
|  |  |  | |  |  | |
| Basic Salary: | | | | Allowances/Bonuses *(if applicable):* | | |
| Name & address of **Previous** Employers | Dates | | | Job Title and Nature of Work | Reason for Leaving | |
| From | To | |
|  |  |  | |  |  | |
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| Give details of any time not already accounted for (including unemployment): | | | | | |
|  | | | | | |
| Disclosure of spent convictions (this post is an exception to the rehabilitation of offenders act 1974) | | | | | |
|  | | | | | |
| Based on the Job Description and Personal Specification, please give details of any relevant skills, experience or interests that you have which are not covered in the previous pages. (Attach extra page to the application form if required)  Important - Based on the Job description and Personal Specification please give as much detail and  evidenced examples of any relevant skills, experience, and interest that you have which are not covered in the previous pages. | | | | | |

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| Referees | | | | | | | | | | | | |
| Please give details of two referees, including their initials and correct style of address, which we can approach should you be considered for this position. Referees should have first hand knowledge of your qualifications and experience, or should be able to comment on your present or most recent employment. Please be assured that we will not approach your current employer without an offer of employment being made and accepted. | | | | | | | | | | | | |
| **First referee** | | | | | | | | Address:  Post Code: | | | | |
| Name: | |  | | |  | | |
|  | | | |  | |
|  | | | | | | | |
| Telephone: | |  | | | |  | | Fax: | | |  | |
|  | | | | | | | | | | | | |
| In what context does this referee know you? | | |  | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Second referee** | | | | | | | | Address:  Post Code: | | | | |
| Name: | |  | | | |  | |
|  | | | | | | | | | | | | |
| Telephone: | |  | | | | |  | Fax: | |  | | |
|  | | | | | | | | | | | | |
| In what context does this referee know you? | | | | | | | | | |  | | |
|  | | | | | | | | | | | | |
| Please state the date from which these references may be take up | | | | | | | | | |  | | |
|  | | | | | | | | | | | | |
| Interviews | | | | | | | | | | | | |
| Please indicate dates within 14 days of the closing date when you would **not** be available for interview: | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Please indicate any special arrangements that you require to enable you to take part in an interview: | | | | | | | | | | | | |
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| Advertising and Publicity | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| Please indicate how you heard about this vacancy: | | | |  | | | | | | | | |
|  | | | | | | | | | | | | |
| Declaration | | | | | | | | | | | | |
| I declare that the details given on this application are to the best of my knowledge and belief, true and complete. I understand that my application may be rejected or, if I am already appointed, that I may be dismissed if I withhold relevant details or give false information. I give permission for all or part of this application to be held on both computerised and manual records, which I may request access to. | | | | | | | | | | | | |
| Signed: |  | | | | | | | | Date: | | |  |
|  | | | | | | | | | | | | |
| Name: |  | | | | | | | |  | | | |

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| --- | --- | --- | --- | --- | --- |
| For office use ONLY | | | | | |
| Reference | Received | Acknowledged | Eligibility | Sift | Date of Interview |
|  |  |  |  |  |  |