

# Application for Employment

**Position:** Reception & Business Support Officer

**Closing date:**

We ask candidates to complete and return this form electronically where possible but will also accept hard copy, handwritten forms if electronic completion is not possible.

Your completed application form, marked “STRICTLY PRIVATE & CONFIDENTIAL”, should be returned by email to jobs@grcc.org.uk or posted to GRCC, Community House, 15 College Green, Gloucester GL1 2LZ

Part One

The information in this section of the application form will not be used in the shortlisting process. Please note that, when you have submitted your application you will be invited to complete a separate, anonymous online Equality and Diversity survey.

# Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** |  | **Surname:** |  |
| **Forenames** |  |
| **Home telephone:** |  | **Mobile telephone:** |  |
| **Work telephone:** |  | **May we contact you at work?** | Yes [ ]  No [ ]  |
| **Address (inc postcode):** |  |
| **Email address:** |  |
| **Please detail any reasonable adjustments we need to consider, due to a disability, if you are invited to interview for this post.**For example access to interview rooms, alternative equipment, etc. (The lawful basis for processing this information is legitimate interests to enable equality of access to the interview process.) |  |

# Convictions

Have you been convicted of a criminal offence which is not a spent conviction under the Rehabilitation of Offenders Legislation? Yes [ ]  No [ ]

If yes, please provide preliminary details, including all relevant dates:

# Prevention of illegal working

Do you have the right to work in the United Kingdom? Yes [ ]  No [ ]

*(The successful applicant will be required to provide documentary evidence of their right to work in the United Kingdom in advance of taking up the position.)*

# References

Please give names and addresses of two people who can provide references for you. One should be your present or most recent employer. Please do not list relatives.

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Address including postcode:  |  |
| Telephone: |  |
| Email: |  |
| In what capacity does this person know you? |  |
| May we approach before interview? | Yes [ ]  No [ ]   |

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Address including postcode:  |  |
| Telephone: |  |
| Email: |  |
| In what capacity does this person know you? |  |
| May we approach before interview? | Yes [ ]  No [ ]   |

# Marketing

Where did you see this post advertised?

# Data Protection

As part of the recruitment process GRCC collects personal information from applicants, including contact information, education and qualifications information, and past employment history. Details of referees are also collected. The lawful basis on which GRCC processes such information is legitimate interests – to enable GRCC to process applications and take up references as appropriate. All application forms are stored securely in GRCC’s offices, either on the secure computer system or within a locked cabinet.

Data provided by unsuccessful applicants, including internal information where appropriate, will be retained for 1 year following the closure of the application process, in keeping with GRCC’s Data Protection and Information Governance Policy. Data provided by successful applicants will form part of the employee’s personnel record and will be retained for the duration of employment and for 6 yearsthereafter. GRCC’s Privacy Notice can be viewed here: <http://www.grcc.org.uk/about-us/privacy-policy>

Part Two

# Education & Qualifications

Please list all schools, colleges, etc. attended since the age of 11, starting with the most recent and including details of examinations taken.

|  |  |  |
| --- | --- | --- |
| **Dates** **(From-To)** | **Name of Educational Establishment** | **Examinations taken (including results)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Training

Please give details of any training received and/or courses attended.

|  |  |  |
| --- | --- | --- |
| **Dates** **(From-To)** | **Training/course provider** | **Details of training/course** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Present or most recent employment

|  |  |  |  |
| --- | --- | --- | --- |
| **Position:** |  | **Employer:** |  |
| **Address:** |  |
| **Start date:** |  | **End date (if applicable):** |  |
| **Notice period (if applicable):** |  | **Salary on leaving:** |  |
| **Other benefits:** |  |
| **Reason for leaving:** |  |
| **Description of duties, responsibilities, etc.:**  |

# Previous employment

Please give details of all other positions held since completing full-time education, starting with the most recent. Continue on a separate sheet if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates (From-To)** | **Name of employer** | **Position and main duties** | **Salary on leaving** | **Reason for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Membership of professional institutes or bodies

Please state whether you are a member of any technical or professional association, and if so, which:

# Out of work activities

Please give details of any out of work activities you enjoy on a regular basis:

# Supporting Statement

Please explain why you are a suitable candidate for this position, relating your points to the person specification and job description. Please limit your answer to 1 -2 pages.

# **Applicant’s declaration**

I confirm that the above information is correct. I understand that any false information or deliberate omissions will cause my application for employment to be unsuccessful or, in the event of employment, render me liable to dismissal.

I understand that GRCC will use and keep information I have provided on this application or elsewhere as part of the recruitment process and / or personal information supplied by third parties, such as referees, as set out in the Data Protection Statement within this application form.

Yes [ ]  No [ ]  *(please tick one)*

Signed:

Date: