



Application Form

Please complete all questions as fully as possible. We can only shortlist you on the information you provide on the form. **CVs will not be considered.** Write clearly in black ink or type.

Guidance

Should we need to contact you at work we will always be discreet.

Employment at BV is offered subject to receipt of satisfactory references.

If you have not worked previously you may give the name of a tutor.

POST APPLIED FOR:

How did you find out about this post?

PERSONAL DETAILS

Surname:

Title:

Other Names:

Address:

Postcode:

☎ (day):

☎ (evening):

Email:

Will you be available for interview on the date advertised? Yes/No

Do you have to give notice to your current employer? Yes/No

If yes, what is your notice period?

REFERENCES

Please give the details of two referees who can comment on your suitability for this post. One of these should be from your present or most recent employer (paid or voluntary work). These should not include relatives or purely personal friends. We will not take up references without your permission.

First Referee

Name:

Relationship:

Position:

Organisation:

Address:

Postcode:

☎ (day):

Email:

May we approach at this stage? Yes No

Second Referee

Name:

Relationship:

Position:

Organisation:

Address:

Postcode:

☎ (day):

Email:

May we approach at this stage? Yes/No

Before completing this section please read the role profile, person specification and enclosed literature. Be specific about the experience and qualifications you have which are relevant to this post.

Guidance

Please list your formal education qualifications and any professional training undertaken relevant to this post. (If gained in a country other than the UK please indicate at what level – eg. A level equivalent).

Please tell us about any training you have received or are currently undertaking which you feel may be relevant to this post.

Start with your present or most recent employer. It will suffice to briefly describe your duties and responsibilities, as you may wish to refer to these more fully under the Experience and Skills section overleaf.

EDUCATION AND TRAINING

Education and Professional Qualifications

<i>School/college</i>	<i>Qualification</i>	<i>Date gained</i>

Training

<i>Course title</i>	<i>Areas covered</i>	<i>Date</i>

EMPLOYMENT HISTORY

Present or most recent employer	<i>Dates employed</i>	
	<i>From:</i>	<i>To:</i>
<i>Employer's name & address:</i>		
	<i>Reason for leaving:</i>	
	<i>Notice required:</i>	
<i>Job title & brief outline of duties:</i>		

Previous employment

<i>Employer's name & address:</i>	<i>Position(s) held:</i>	<i>Dates</i>		<i>Reason for Leaving:</i>
		<i>From:</i>	<i>To:</i>	

Please continue on a separate sheet if necessary providing the same information outlined above.

SKILLS/EXPERIENCE AND ADDITIONAL INFORMATION

Please let us know why you are applying for this post giving details of any relevant skills and experience which you might bring to this position. Please include details of any voluntary work which may be relevant. **Read the person specification and role profile before you answer this section as they outline the skills, knowledge and experience required for this role.**

Please continue your reasons for applying for the post on a separate sheet if necessary.

DECLARATION

I certify that the information given on this form is correct to the best of my knowledge. I consent to Bexley Voice checking any information provided in this application and agree to the information being used for registration purposes under the General Data Protection Regulation 2016.

Signed: _____

Date: _____

The provision of false information in an application form may be grounds for disqualification or, if appointed, dismissal.