**Job Application Form**

*Please complete this form electronically and return to the recruiting manager no later than the date stated in the application pack which accompanied this form:*

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| **Position** | | | |
| **Position Applied For** |  | **Reference No** |  |

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| **Personal Details** | | | |
| **Title** |  | | |
| **Forenames** |  | | |
| **Surname** |  | | |
| **Preferred Name** |  | | |
| **Address (inc Postcode)** |  | | |
| **Email** |  | | |
| **Home Telephone No** |  | **Mobile Telephone No** |  |

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| **Education & Training** | | | |
| **Secondary Education** | | | |
| **Establishment** |  | **Qualifications & Grades (including year obtained)** |  |
| **Higher Education** | | | |
| **Establishment** |  | **Qualifications & Grades**  **(including year obtained)** |  |
| **Additional Professional Training/Qualifications** | | | |
| **Training Organisation** |  | **Qualifications & Grades**  **(including year obtained)** |  |
| **Membership of Professional Organisations** | | | |
| **Professional Organisation** |  | **Membership Level & Dates** |  |

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| **Current/Most Recent Employment** | | | |
| **Employer’s Name** |  | | |
| **Employer’s Address** |  | | |
| **Nature of Business** |  | | |
| **Your Role** |  | **Salary** |  |
| **Duties & Responsibilities** |  | | |
| **Date Joined** |  | **Date Left (if applicable)** |  |
| **Reason for Leaving/Wishing to Leave** |  | **Notice Period (if applicable)** |  |

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| **Previous Employment** | | | |
| **Employer’s Name** |  | **Employer’s Address** |  |
| **Your Role** |  | **Duties & Responsibilities** |  |
| **Date Joined** |  | **Date Left** |  |
| **Reason for Leaving** |  | **Final Salary** |  |
|  | | | |
| **Employer’s Name** |  | **Employer’s Address** |  |
| **Your Role** |  | **Duties & Responsibilities** |  |
| **Date Joined** |  | **Date Left** |  |
| **Reason for Leaving** |  | **Final Salary** |  |
|  | | | |
| **Employer’s Name** |  | **Employer’s Address** |  |
| **Your Role** |  | **Duties & Responsibilities** |  |
| **Date Joined** |  | **Date Left** |  |
| **Reason for Leaving** |  | **Final Salary** |  |
| **Employer’s Name** |  | **Employer’s Address** |  |
| **If you have more previous employers please list these on a separate sheet.** | | | |

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| **Additional Information** |
| **Please indicate below why you are applying for this role and, paying particular attention to the job description and person specification, give brief details of any further information which you think would be useful in support of your application.** |
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| **Activities/Interest** | | |
| **Please describe below any activities/interests which may have a positive impact on why you should be considered for the role.** | | |
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| **Do you have any business interests or take part in any activities directly related to animal welfare?** | | **Yes/No** |
| **If ‘yes’, please give details** |  | |

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| **Rehabilitation of Offenders Act 1974** |
| **This post is not protected by the Act. You will be required to declare details of convictions including those regarded as being ‘spent’ under the Rehabilitation of Offenders Act 1974. Prior to any interview, you will be asked to complete a confidential Declaration of Criminal Record, the contents of which will be discussed with you at interview.**  **Note. Any offer of employment may be subject to a check of the RSPCA’s animal welfare conviction database** |

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| **Other Details** | | |
| **Do you hold a full current UK driving licence?** | | **Yes/No** |
| **Do you have any penalty points or have you been disqualified?** | | **Yes/No** |
| **If ‘yes’, please give details** |  | |
| **Do you have any other restrictions on your driving licence?** | | **Yes/No** |
| **If ‘yes’, please give details** |  | |
| **Do you have a car at your disposal?** | | **Yes/No** |
| **Have you ever held or applied for any other post with the National RSPCA, the RSPCA Lancashire East Branch, or any other RSPCA Branch?** | | **Yes/No** |
| **If ‘yes’, please give details** |  | |
| **Do you hold or have you ever held an honorary position with the National RSPCA, the RSPCA Lancashire East Branch, or any other RSPCA Branch?** | | **Yes/No** |
| **If ‘yes’, please give details** |  | |

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| **Asylum and Immigration Act 1996** | | |
| **Are you currently eligible for employment in the UK?** | | **Yes/No** |
| **In order to comply with the Asylum and Immigration Act 1996, any offer of employment will be subject to provision of documentation showing your entitlement to work in this country (e.g. National Insurance number). Please state below what documentation you can provide to demonstrate your entitlement to work in the UK.** | | |
| **Documentation** |  | |

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| **Job Advert** | |
| **Where did you see this post advertised?** |  |

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| **References** | | | |
| **Please give the names and addresses of at least two employment referee’s, one of whom should be your current or most recent employer. These should if possible cover a period of at least five years. The Branch reserves the right to contact your previous employers before an offer of employment has been made. However, the Branch will not approach your current employer unless an offer of employment has been made and accepted (subject to reference).** | | | |
| **Current/Most Recent Employer** | | | |
| **Referee** |  | **Position** |  |
| **Employer’s Name** |  | | |
| **Employer’s Address** |  | | |
| **Email** |  | **Telephone/Mobile No** |  |
| **Previous Employer** | | | |
| **Referee** |  | **Position** |  |
| **Employer’s Name** |  | | |
| **Employer’s Address** |  | | |
| **Email** |  | **Telephone/Mobile No** |  |
| **Other Referee** | | | |
| **Referee** |  | **Relationship** |  |
| **Organisation’s Name (if applicable)** |  | | |
| **Address** |  | | |
| **Email** |  | **Telephone/Mobile No** |  |

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| **Declaration** | | | |
| **I confirm that the details I have provided on this form are correct to the best of my knowledge and I understand that any contract of employment will be jeopardised if I have misrepresented or omitted any relevant information. I understand if I am appointed, information divulged in applications and forms for employment will be kept on file (both manual and computer) for recruitment, monitoring and employment purposes. Information will be stored securely in line with the Data Protection Act 1998.**  **I consent that if I am the successful candidate, a check can be made of the RSPCA’s animal welfare conviction database.** | | | |
| **Signed** |  | **Date** |  |

*Please return the completed form to the recruiting manager no later than the date stated in the application pack which accompanied this form. Applications received after this deadline will* ***NOT*** *be considered.*