# Application Form

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| --- | --- |
| Title of post applied for: | Click or tap here to enter text. |
| Where did you hear about this job? | Click or tap here to enter text. |
| Have you applied for a role at Blackwell Adventure before? If yes, please give details | Click or tap here to enter text. |
| **Please read the Job Description and Person Specification included within the Recruitment pack before completing this form.**  **Return your completed form to:** [**paul.fennell@blackwelladventure.co.uk**](mailto:paul.fennell@blackwelladventure.co.uk) | |

# Personal Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname/Family name: | Click or tap here to enter text. | Forename/s: | Click or tap here to enter text. | |
| Former surname/Family name | Click or tap here to enter text. | Preferred forename | Click or tap here to enter text. | |
| Preferred title (Mr/Mrs/Miss/Ms/Other) | | Click or tap here to enter text. | | |
| Home Address, including Postcode: | | Tel No (home): | Click or tap here to enter text. | |
| Click or tap here to enter text. | | Tel No (work): | Click or tap here to enter text. | |
| Tel No (mobile): | Click or tap here to enter text. | |
| E-Mail: | Click or tap here to enter text. | |
| Nationality | Click or tap here to enter text. | National. Insurance No: | Click or tap here to enter text. | |
| If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit. | | | | |
| Do you need a work permit to be employed in the UK? | | | | Choose an item. |
| If you already have a work permit, when does it expire?  (Please note that your current work permit may not be valid for this post) | | | | Click or tap here to enter text. |

# Education and Professional Qualifications

(Original documents as proof of qualification will be required at interview)

Please give brief details of all education/training and other courses you have undertaken (Schools after age 11; Further or Higher Education; Professional qualifications: Professional Development)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Secondary School / College / University/Professional body | Dates | | Qualification, including grades | Date obtained |
| From | To |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap to enter a date. |
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# Employment or work experience

Please include all previous work experience, either paid, unpaid, or voluntary, starting with the most recent.

# Present or most recent post

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| --- | --- | --- | --- | --- |
| Title of Post: | Click or tap here to enter text. | | | |
| Name of Employer: | Click or tap here to enter text. | | | |
| Address | | Salary/Grade: | | Click or tap here to enter text. |
| Click or tap here to enter text. | | Business of Employer: | | Click or tap here to enter text. |
| Start Date: | | Click or tap to enter a date. |
| End Date  (if applicable): | | Click or tap to enter a date. |
| Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable): | | | | |
| Click or tap here to enter text. | | | | |
| Reason for leaving or wishing to leave: | | | | |
| Click or tap here to enter text. | | | | |
| Period of notice required to terminate present employment: | | | Click or tap to enter a date. | |

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| --- | --- | --- | --- | --- |
| Previous employment and/or voluntary roles | | | | |
| Name Employer: | Click or tap here to enter text. | Position held: | Click or tap here to enter text. | |
| Address: | Click or tap here to enter text. | | | |
| Start date: | Click or tap to enter a date. | End date: | Click or tap to enter a date. | |
| Reason for leaving | Click or tap here to enter text. | Final grade/salary: | Click or tap here to enter text. | |
| Description of duties: | | | | |
| Click or tap here to enter text. | | | | |

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| --- | --- | --- | --- |
| Name Employer: | Click or tap here to enter text. | Position held: | Click or tap here to enter text. |
| Address: | Click or tap here to enter text. | | |
| Start date: | Click or tap to enter a date. | End date: | Click or tap to enter a date. |
| Reason for leaving | Click or tap here to enter text. | Final grade/salary: | Click or tap here to enter text. |
| Description of duties: | | | |
| Click or tap here to enter text. | | | |

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| --- | --- | --- | --- |
| Name Employer: | Click or tap here to enter text. | Position held: | Click or tap to enter a date. |
| Address: | Click or tap here to enter text. | | |
| Start date: | Click or tap to enter a date. | End date: | Click or tap to enter a date. |
| Reason for leaving | Click or tap here to enter text. | Final grade/salary: | Click or tap here to enter text. |
| Description of duties: | | | |
| Click or tap here to enter text. | | | |

*(Please use continuation sheet if necessary)*

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| --- |
| Relevant Skills, Abilities, Knowledge, Experience |
| This information is used in the shortlisting of candidates for interview. Please give details of how your skills and experience meet the requirements of this post, as detailed in the Job Description and Person Specification, ensuring that you address each of the points listed as essential. |
| Click or tap here to enter text. |

# Supporting Statement

Please use this space to give information in support of your application for this post. You may wish to include details of interests, experience, responsibilities or voluntary involvement which you consider relevant.

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# Driving

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| --- | --- |
| Do you hold a current driving licence? | Choose an item. |
| Do you have access to a car? | Choose an item. |

# Disabilities

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| --- | --- |
| If selected for interview, do you require any special arrangements to be made on account of a disability? | Choose an item. |
| If “yes”, please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and fulfil our obligations under the Equality Act 2010: | |
| Click or tap here to enter text. | |

# Languages spoken

|  |
| --- |
| Please indicate which languages you speak |
| Click or tap here to enter text. |

# Convictions/Disqualifications – Exempt Employment

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| This post is an “exempted office/employment” under the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. This means that you **must** provide details about any and all convictions you may have regardless of their status. This includes all convictions, cautions and bind-overs which could otherwise be considered as “spent”. Failure to disclose convictions may result in the withdrawal of your application or dismissal from any job offered in relation to this form. The information provided will be treated as confidential and you may, if you wish, attach additional pages explaining the situation. |
| Please give details and dates of (a) any convictions [including driving offences] and/or (b) disqualifications from driving or performance of professional duties. |
| Click or tap here to enter text. |
| This post is subject to Enhanced Disclosure with the Disclosure and Barring Service (DBS) and satisfactory background checks prior to confirmation of the post. If you know of any reason why you would not achieve a successful Enhanced Disclosure from the DBS please provide details on a separate sheet and attach to your application in a separate file marked “CONFIDENTIAL”. |

# References

Please give details of two people who are able and willing to comment on your suitability for this job. If you are or have been employed, one should be your present or most recent employer.

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| --- | --- | --- | --- | --- | --- |
| Title (Mr, Mrs, Miss, Ms etc.): | Click or tap here to enter text. | | Title (Mr, Mrs, Miss, Ms etc.): | Click or tap here to enter text. | |
| Full name: | Click or tap here to enter text. | | Full name: | Click or tap here to enter text. | |
| Job title | Click or tap here to enter text. | | Job title | Click or tap here to enter text. | |
| Organisation | Click or tap here to enter text. | | Organisation | Click or tap here to enter text. | |
| Address | Click or tap here to enter text. | | Address | Click or tap here to enter text. | |
| Click or tap here to enter text. | | | Click or tap here to enter text. | | |
| Tel no: | Click or tap here to enter text. | | Tel no: | Click or tap here to enter text. | |
| Email: | Click or tap here to enter text. | | Email: | Click or tap here to enter text. | |
| Relationship to you (e.g. manager) | | Click or tap here to enter text. | Relationship to you (e.g. manager) | | Click or tap here to enter text. |
| Please state if we may obtain this reference prior to interview. | | Choose an item. | Please state if we may obtain this reference prior to interview. | | Choose an item. |

# Declaration

|  |  |  |  |
| --- | --- | --- | --- |
| Are you a relative, partner or close personal friend of any employee or Board member of Blackwell Adventure? If yes, please give details of the name of the person/s and the relationship. | | | |
| Click or tap here to enter text. | | | |
| I declare that the information given in this application form is correct and complete. I understand that if I have given any false or misleading information on this form or made any omissions, this will be sufficient grounds for disqualifying me as a candidate or be grounds for dismissal or disciplinary action by Blackwell Adventure if this is discovered after appointment. | | | |
| Signature: |  | | |
| Name: | Click or tap here to enter text. | Date: | Click or tap to enter a date. |
| NB: Given that applications are being submitted by email, candidates invited for interview must sign this form when they attend. | | | |

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| The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (2018) and will be processed solely in connection with recruitment. |