|  |  |  |
| --- | --- | --- |
|  | Job Application Form |  |
| This application form is designed to be completed in Microsoft Word. The document is ‘unprotected’, allowing you to add rows to tables if necessary. Please use size 11 font and do not alter the formatting of the document in other ways. Please submit as a Word document. If you have any difficulties completing the form, please contact recruitment@cafs.org.uk  |

Please do not send a separate CV as these will not be considered.

|  |  |
| --- | --- |
| Job title you are applying for: |  |

|  |  |
| --- | --- |
| **Last name:** | **Full forenames:** |
| **Home address:**  |
| **Address for communications (if different):**  |
| **Preferred phone number:**  | **Alternative phone number:**  |
| **Email address:** | **How did you hear about this job?** |
| **Do you have the legal right to work in the UK?** Please note we are not licenced to sponsor employees. | **Yes / No** |
| I declare that the information contained in this application form is correct, to the best of my knowledge. |
| **Date:** | **Signature:** (Electronic signature is fine) |

**EDUCATION & QUALIFICATIONS**

Give details of secondary schools, universities or other educational establishments attended along with any educational certificates, professional or other qualifications and training with the standard obtained.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Establishment** | **Level** | **Subject** | **Grade** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

If necessary, please add additional rows to the table above to enable you to add details of other establishments or qualifications.

**OTHER RELEVANT TRAINING**

Give details of any other education/training undertaken in the last five years, that you feel is relevant to your application.

|  |  |  |
| --- | --- | --- |
| **Subject** | **Organisation** | **Level** |
|  |  |  |
|  |  |  |
|  |  |  |

If necessary, please add additional rows to the table above to enable you to add details of other relevant training.

**PARTICULARS OF ALL EMPLOYMENT**

These should be in date order, starting with most recent employer and there should be no gaps unaccounted for. Please include unpaid work if relevant. The rows will expand as you type in them, so please give full details and if necessary, add additional rows to the table to enable you to add details of other employers.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & full address of employer** | **Start date** | **End****date** | **Position held and details of duties undertaken** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **To assist us in our selection of a suitable candidate, please outline the skills and abilities you can bring to this job including any special qualities that you feel might differentiate you from other candidates.** *Guidance note: When filling in this section, please identify how your experience and abilities relate to the essential/desirable qualities listed in the person specification. If the job description specifies that access to a vehicle/travel around rural Cumbria is required for this role, please also address this criteria here.* *Please submit no more than 2 x A4 pages of text in font size 11.* |
|  |

**ADDITIONAL INFORMATION**

|  |
| --- |
| **Give details of any other information that you consider relevant to your application. (Up to 1 x A4 page using font size 11)** |
|  |

**REFEREES**

Give the name, occupations, postal addresses, email and phone number of two responsible persons to whom you are not related and to whom reference can be made. At least one referee must be your present or most recent employer. **Note: References will only be requested after interviews once a conditional job offer has been made and accepted.**

|  |  |  |
| --- | --- | --- |
| **1.** |  | **2.** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Relationship:**  |  | **Relationship:**  |
| Current employer?  |  | Current employer?  |

|  |
| --- |
| **Completed applications to be sent to** **recruitment@cafs.org.uk** **(putting the role title in the subject line) or paper copies sent to** **CAfS, Eden Rural Foyer, Old London Road, Penrith, Cumbria CA11 8ET** |
| Canvassing directly or indirectly shall disqualify the candidate concerned.All information contained in this form will be treated as **STRICTLY CONFIDENTIAL.** For more information on how we collect, use and store your personal information, please see our privacy policy: <https://cafs.org.uk/about-cafs/cafs-privacy-policy/>. Due to the expected number of applicants, only candidates invited to interview will be contracted following the shortlisting process. |