

BRATHAY TRUST

Job Application Form

Vacancy applied for:	
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How did you become aware of this vacancy? (Media, date etc.)	
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1. PERSONAL DETAILS (CONFIDENTIAL)

Name	
Address	
Post Code	

Other Contact Details (please highlight preferred way of contacting you)

Email address	
Telephone number (home)	
Telephone number (mobile)	

If you have a disability, please tell us about any adjustments we may need to make to assist you at interview	
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Do you hold a current driving licence?	Yes/ No	Full	Provisional	LGV	PCV	D1	D1+E
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National Insurance number	
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If you are successful in your application, would you require a work permit prior to taking up employment?	Yes	No
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2. EMPLOYMENT HISTORY

Please give details of all jobs held including part-time and unpaid work, as well as any periods of self-employment, starting with your most recent employer. Please also state your current, or most recent, salary. Any gaps in employment should be fully accounted for.

Employer (name and address)	Jobs held/key achievements, together with dates of appointments	Reason for leaving

3. EDUCATIONAL, TECHNICAL AND PROFESSIONAL QUALIFICATIONS

Please name any college, institute or professional body in full, and include attainment level.
You will be asked to show original certificates if you are appointed.

4. PERSONAL DEVELOPMENT

Personal Development (include any courses, membership, voluntary work or responsibilities you consider relevant, with outcomes where applicable)

5. SKILLS, EXPERIENCE AND MOTIVATION

Please refer to our website, the advertisement and the job description/person specification for the job you are applying for and explain how your skills, experience and motivation match the requirements of the role and Brathay's values.



Please indicate two people who can provide references, one of whom should be your present/most recent employer. We will not ask for references until you have been offered and accepted a position with Brathay.

Name:	Name:
Address:	Address:
Tel no:	Tel no:
Email:	Email:
Job title/Organisation:	Job title/Organisation:

FORM OF AUTHORITY – REFEREE 1

I _____ (FULL NAME, BLOCK CAPITALS) hereby
authorise _____ (REFEREE COMPANY NAME) to supply details
of my employment record & suitability to BRATHAY, in furtherance of my current application for
employment with Brathay.

Signed: _____ Date: ____ / ____ / ____

FORM OF AUTHORITY – REFEREE 2

I _____ (FULL NAME, BLOCK CAPITALS) hereby
authorise _____ (REFEREE COMPANY NAME) to supply details
of my employment record & suitability to BRATHAY, in furtherance of my current application for
employment with Brathay.

Signed: _____ Date: ____ / ____ / ____

Disclosure & Barring Service Disclosure (DBS):

Brathay actively promotes equality of opportunity for all and welcomes applications from a wide range of candidates, including those with criminal records. As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, Brathay complies fully with their Codes of Practice and undertakes to treat all applicants fairly.

Once in receipt of an offer of employment, successful applicants are asked to write in confidence to the chief executive, according to whether the role is exempt/not exempt from the Rehabilitation of Offenders legislation, in order to provide details of their criminal record. We guarantee that this information will only be seen by those who need to see it as part of the recruitment and selection process, e.g. recruiting manager, HR officer, chief executive, line manager and will be checked for the potentially successful applicant only. The information will be held in accordance with our Privacy Statement located on our website at <http://www.brathay.org.uk>

Where a position is 'exempt' from the Rehabilitation of Offenders legislation an enhanced criminal records Disclosure will form part of the recruitment process. For relevant positions 'covered' by the Rehabilitation of Offenders legislation, a standard criminal records disclosure will apply with the individual's consent. Failure to consent or subsequent withdrawal may affect the continuance of an application if this is a requirement of the position.

Further details can be found in our Recruitment of ex-offenders policy available on our website (above).

Privacy Statement:

- As part of the recruitment process, Brathay collects and processes personal data relating to job applicants. The information that you provide on this form and that obtained from other relevant sources (e.g agencies, referees) will be used to process your application for employment and to monitor recruitment statistics.
- The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. For unsuccessful applicants, data will be destroyed after 6 months
- If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law

- By signing this application form you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Information Commissioner's Office
- For more information on how we process personal data, please see:
 - The Privacy Policy
 - Recruitment & Selection Policy
 - Privacy notice for Staff

6. DECLARATION

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

If I am offered and accept this role, I further give my permission for Brathay to approach any and all former employers, government departments, reference and credit check agencies to obtain references, verification, employment record and other relevant data in furtherance of my employment

I confirm that I have read the Privacy Notice and agree to its contents. I also authorise the Brathay to obtain criminal records checks.

Signature:

Date:

Please ensure any continuation sheets are clearly referenced.

Please return your completed application form to: recruitment@brathay.org.uk OR: the HR Officer, Brathay Trust, Ambleside, Cumbria, LA22 0HP.

EQUAL OPPORTUNITIES MONITORING

Brathay recognises the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Please would you complete our [monitoring form](#). The form is voluntary but the information we is very useful to us as it helps us to make sure that we are an inclusive employer and to find out if our workforce is diverse. The information you supply on this form will be kept confidentially. The monitoring form is not sent to the recruiting panel and has no part in the shortlisting process.