

Post Applied For: Ref Number:

Bioregional Job Application Form

Closing Date: Interview Date:

Please complete this form fully using black ink or type. **CVs are not accepted.** Applications received after the closing date will not be considered.

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE

Section 1 - Personal Details

Last Name: First Name: Address:

Postcode: Home Telephone No: NI No: Daytime Telephone No: Mobile Telephone No: Email address: Can we contact you at work? Yes No Are you free to remain and take up employment in the UK with no current immigration restrictions? Yes No **Job Share Details**Are you applying on a job share basis? Yes No **Driving Licence – if relevant to post applied for** Yes No

Do you hold a full, clean, UK valid driving licence?

How did you hear about this job vacancy?

If you are successful you will be required to provide relevant evidence of the above details prior to your appointment

Section 2 – Present Employment

Present Employment

Name of Employer:

Address:

Postcode:

Post Title

Date of Appointment Salary

Department/
Selection

Brief Description of Duties:

Period of Notice: Last day of service

Reason for leaving:

Section 3 – Previous Employment

Previous Employment (most recent employer first). Please cover the last 10 years and state the nature of business

Name of Employer:

Address:

Postcode:

Post Title

Date of Appointment **Salary**

Department/ Selection

Brief Description of Duties:

Period of Notice: **Last day of service**

Reason for leaving:

Name of Employer:

Address:

Postcode:

Post Title

Date of Appointment **Salary**

Department/ Selection

Brief Description of Duties:

Period of Notice: **Last day of service**

Reason for leaving:

Name of Employer:

Address:

Postcode:

Post Title

Date of Appointment **Salary**

**Department/
Selection**

Brief Description of Duties:

Period of Notice: **Last day of service**

Reason for leaving:

Name of Employer:

Address:

Postcode:

Post Title

Date of Appointment **Salary**

**Department/
Selection**

Brief Description of Duties:

Period of Notice: **Last day of service**

Reason for leaving:

Name of Employer:

Address:

Postcode:

Post Title

Date of Appointment **Salary**

**Department/
Selection**

Brief Description of Duties:

Period of Notice: **Last day of service**

Reason for leaving:

Name of Employer:

Address:

Postcode:

Post Title

Date of Appointment **Salary**

**Department/
Selection**

Brief Description of Duties:

Period of Notice: **Last day of service**

Reason for leaving:

PLEASE USE A SEPARATE SHEET IF NECESSARY

Section 4 – Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first

College or University	Dates	Course	Qualifications and grades obtained
School	Dates	Subjects	Qualifications and grades obtained

Continue on a separate sheet if necessary

Professional, Technical or Management Qualifications

Please give details

Dates	Professional/Technical/Management Qualifications	Course Details

Membership of any Professional / Technical Associations – please state the level of Membership:

Section 5 – Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

Dates	Title of Training Programme or Course	Duration of Course

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Section 6 – Relevant Skills, Abilities, Knowledge and Experience

Please provide information of the relevant skills, abilities, knowledge and experience you can bring to this role.

Section 7 – Personal Statement

Please provide us with any other information you feel is of relevance to your application

Section 8 – Rehabilitation of Offenders Act (1974)

Do you have any convictions that are unspent under the rehabilitation of offenders act 1974 Yes No

If yes, please give details/ dates of offence(s) and sentence:

Section 9 – References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

	Reference 1		Reference 2
Name:	<input style="width: 95%; height: 30px;" type="text"/>	Name:	<input style="width: 95%; height: 30px;" type="text"/>
Job Title	<input style="width: 95%; height: 30px;" type="text"/>	Job Title	<input style="width: 95%; height: 30px;" type="text"/>
Work relationship	<input style="width: 95%; height: 30px;" type="text"/>	Work relationship	<input style="width: 95%; height: 30px;" type="text"/>
Organisation	<input style="width: 95%; height: 30px;" type="text"/>	Organisation	<input style="width: 95%; height: 30px;" type="text"/>
Address	<input style="width: 95%; height: 30px;" type="text"/> <input style="width: 95%; height: 30px;" type="text"/> <input style="width: 95%; height: 30px;" type="text"/>	Address	<input style="width: 95%; height: 60px;" type="text"/>
Telephone No	<input style="width: 95%; height: 30px;" type="text"/>	Telephone No	<input style="width: 95%; height: 30px;" type="text"/>
Email:	<input style="width: 95%; height: 30px;" type="text"/>	Email:	<input style="width: 95%; height: 30px;" type="text"/>

Are you willing for this referee to be approached prior to the interview? Yes No

Are you willing for this referee to be approached prior to the interview? Yes No

Section 10 - Declaration

If appointed, do you have any interests or hold any appointments that may conflict with employment at Bioregional in the role for which you have applied? If yes, please detail on a separate sheet.

Yes

No

Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I acknowledge that the Bioregional is under a duty to protect the funds it administers and to this end I agree it may use information provided on this form for prevention and detection of crime and it may share this information with other bodies solely for these purposes. I hereby give consent to such collection, storage and processing of my personal data and I agree that the information given on this form may be used for data registration purposes.

I hereby certify that:

- all the information given by me on this form is correct to the best of my knowledge
- all questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold
- I have read and, if appointed, am prepared to accept the conditions set out in the conditions of employment and the job description.

Signed:

Date

NB. Candidates selected for interview will normally be notified within three weeks of the closing date. Unfortunately applicants who do not hear from Bioregional within 3 weeks must conclude that their application has been unsuccessful on this occasion. Thank you for your interest in this post.

Bioregional processes all candidates' personal data in line with the General Data Protection Regulation (GDPR). If you wish to see a copy of our policy on how we process the data on candidates please email recruitment@bioregional.com for a copy.

Would you like to receive future Bioregional e-job alerts and e-newsletters? Yes No

RETURNING THIS FORM

Please return this form by email to: recruitment@bioregional.com

For any enquiries please call 0208 404 4880