

CORNWALL RURAL COMMUNITY CHARITY

APPLICATION FORM

*CRCC is committed to the principles of equal opportunity and welcomes diversity*

***Please complete this form fully and do not attach***

***CVs or references – which we cannot accept***

#### POST

|  |  |
| --- | --- |
| **Title of post as advertised:**  **Please state if you are applying**  **for more than one post:** |  |
| **Where you heard about this vacancy:** |  |

# PERSONAL DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **Title:** |  |
| **First names in full:** |  | | |
| **Preferred first name:** |  | | |
| **Address:** |  | | |
|  | **Postcode:** | | |
| **Telephone Number:** |  | | |
| **Email:** |  | | |

# QUALIFICATIONS & EDUCATION

|  |
| --- |
| **Professional qualifications gained including diplomas, NVQs, degrees, etc:**  ***(please include dates and learning centre names)*** |
| **Your education *–* Schools / colleges attended and qualifications gained:**  ***(please include dates and grades achieved)*** |

# EMPLOYMENT

# Please give details of your present employment *(or most recent employment)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name, address and telephone number of employer:** | | | |
| **Title of your position:** |  | | |
| **Nature of employment, duties and responsibilities:** | | | |
| **Date appointment commenced:** |  | **Your salary:** |  |
| **Date terminated or notice required:** |  | | |
| **Reason for leaving:** | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please give details of previous employment with dates**  ***(use additional sheet if necessary)*** | | | | |
| **Dates** | | **Name / address of Employer** | **Job title, brief details of duties/responsibilities** | **Reason for leaving** |
| **From** | **To** |
|  |  |  |  |  |

# SUPPORTING STATEMENT

|  |  |  |  |
| --- | --- | --- | --- |
| **Please use this section to provide further information in support of your application, which needs to be related to the requirements of the post and should cover the experience, skills, knowledge and personal qualities which you consider make you suitable for the post together with your reasons for applying. Please address all points in the person specification as failure to do so may affect your shortlisting score.**  ***(use additional sheet if necessary)*** | | | |
| **Do you hold a current driving licence?** |  | **Do you have your own transport?** |  |
| **Do you have working knowledge of MS Office and Windows?**  **You may be asked to demonstrate this at interview** |  | | |
| **If the job advert specifies that a DBS check is required, please complete this section, otherwise leave blank and move to the next section:**  *Please refer to our Handling of DBS Certificate Information Policy for details of how CRCC processes criminal offence and convictions information.*  **Do you have any convictions, cautions, reprimands or final warnings? YES / NO**  **If yes, please give details separately, and these will be treated confidentially**  *If you have never been convicted of a criminal offence or never received a caution, reprimand or warning then*  *please select ‘****No****’. If you have been convicted of a criminal offence, or received a caution, reprimand or warning that* ***is ‘protected’*** *as defined by the Rehabilitation of Offenders Act then please also select ‘****No****’.*  *If you have ever been convicted of a criminal offence, caution, reprimand or warning that* ***is not ‘protected’*** *as*  *defined by the Rehabilitation of Offenders Act then please select ‘****Yes****’. For further information please see*  *http://www.justice.gov.uk/guidance/docs/rehabilitation-offenders.pdf*  *A criminal record will not necessarily bar you from the advertised position. This will depend on the job role and the background to your offences. However, failure to reveal this information could lead to withdrawal of any offer of employment.* | | | |
| **Particulars of your interests and hobbies:** | | | |

# REFEREES

# 1) Current or last employer; 2) Previous employer or an individual who knows you well but is not related to you or employed by CRCC; referees should not be from the same organisation.

# *References may be taken up prior to interview unless you ask us not to.*

|  |  |
| --- | --- |
| **1) Name & Job Title:** | **2) Name & Job Title:** |
| **Address:**  **Telephone Number:**  **Email:** | **Address:**  **Telephone Number:**  **Email:** |
| Tick if not to be taken up before interview 🞏 | Tick if not to be taken up before interview 🞏 |

# DECLARATION

I declare that the information I have given on this form and any accompanying documentation is to my best knowledge true and accurate. I understand that any false statement made may be sufficient cause for rejection or, if employed, dismissal.

I consent to the use of all this information for considering my application and understand that: it will be treated confidentially at all times; if I am successful it will form part of my personnel records; if I am unsuccessful the information will be destroyed after six months to comply with Data Protection regulations.

|  |  |
| --- | --- |
| **Signature:** | **Date:** |

Return by email to crcc.jobs@cornwallrcc.org.uk

UNFORTUNATELY WE CANNOT ACKNOWLEDGE RECEIPT OF YOUR APPLICATION OR NON-SHORTLISTED CANDIDATES

##### **Thank you for taking the time to complete this application form**

*Updated 300623*