**Application for Employment**

Please complete all sections of this form, including the referees’ section at the end. Please email completed forms to **info.forestfoxes.com**

Interviews for this post will be held by appointment only.

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| **Post Information** |
| Post title applied for: |
| Where did you see this post advertised? |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Details** | | | |
| Title: | | | |
| **First name:** |  | **Surname:** |  |
| Address: | | Home Telephone |  |
| Work Telephone |  |
| Postcode |  | Mobile Telephone |  |
| Email: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Education, Qualifications and Training** | | | |
| Secondary Education | | | |
| Subject/Module | Level (e.g. Standard, Int 2, Higher, SVQ) | Category of award  (e.g. 1,2,3 A,B,C) | Date obtained |
|  |  |  |  |
| University/Further Education | | | |
| Name of institution | Courses/subjects studied | Qualifications obtained | Date obtained |
|  |  |  |  |
| Specialised Training e.g. National Governing Body Awards/First Aid/CPD | | | |
| Training organisation | Course title | Award obtained | Date obtained |
|  |  |  |  |

| Membership of Professional Bodies | | |
| --- | --- | --- |
| Name of institution/body | Class/type of membership | Date joined |
|  |  |  |

| Employment Details | | | | | |
| --- | --- | --- | --- | --- | --- |
| Current/Most Recent Employment | | | | | |
| Employer’s name: |  | | | | |
| Employer’s address: | | | | | |
| Post held: |  | | | Start date: |  |
| Leaving date or notice required: | |  |  |  |  |
|  |  |  |  |  |  |
| Reason for leaving, if applicable: | |  |  | | |
| Details of duties and responsibilities: | | | | | |
| **Employment History (List in date order, include extra pages if needed)** | | | | | |
| Employer 1 | | | | | |
| Employer’s name: |  | | | | |
| Employer’s address: | | | | | |
| Post held: |  | | | | |
| Dates of employment: | | From: |  | To: |  |
| Reason for leaving: |  | | | | |
| Details of duties and responsibilities: | | | | | |
| Employer 2 | | | | | |
| Employer’s name: |  | | | | |
| Employer’s address: | | | | | |
| Post held: |  | | | | |
| Dates of employment: | | From: |  | To: |  |
| Reason for leaving: |  | | | | |
| Details of duties and responsibilities: | | | | | |
| Employer 3 | | | | | |
| Employer’s name: |  | | | | |
| Employer’s address: | | | | | |
| Post held: |  | | | | |
| Dates of employment: | | From: |  | To: |  |
| Reason for leaving: |  | | | | |
| Details of duties and responsibilities: | | | | | |
| Employer 4 | | | | | |
| Employer’s name: |  | | | | |
| Employer’s address: | | | | | |
| Post held: |  | | | | |
| Dates of employment: | | From: |  | To: |  |
| Reason for leaving: |  | | | | |
| Details of duties and responsibilities: | | | | | |

| Information in Support of Your Application. Feel free to provide the below information on separate attached documents if you prefer. |
| --- |
| Please state, in detail, why you have applied for this post and how you meet the person specification (max 500 words: |
|  |
| Please detail your personal ethos and approach to working in the outdoor environment (max 500 words): |
|  |
| Please detail any past experiences or personal strengths you feel would help you in this role and how you would contribute to the Forest Foxes Outdoor Play team (max 500 words): |
|  |
| Please use this section to provide any further information you feel may support your application for the role (optional) (max 700 words): |
|  |

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| **Employment requirements** | |
| Work Permit | |
| Do you require a work permit to work in the UK? | YES / NO |
| If YES, do you currently have a work permit? | YES / NO |
| If YES, are there conditions attached, for example start or finish dates? Please specify: | |
| If NO, what type of work permit do you require? | |
| Driving Licence | |
| Do you hold a current UK driving licence? | YES / NO |
| Does your license have category D1? | YES / NO |
| Does your license have penalty point endorsements? | YES / NO |
| If YES, please state how many: | |

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| **Employee Code of Conduct** | | |
| Disclosure of Relationships | | |
| Please provide the name(s) of any person(s) with whom you are related to or have a close relationship with who is currently employed by Forest Foxes Outdoor Play. If applying for posts which are linked to an external organisation, you must also provide the name of any person with whom you have a similar relationship or close friendship, and who is employed within that organisation: | | |
| Absence | | |
| Give details of all sickness absence over the last 2 years (no. of days absence): | | |
| Dates From / To | Reasons | |
|  |  | |
| Health | | |
| Do you have a disability, as defined by the Disability Discrimination Act 1995 (as amended), which might be relevant to your carrying out the duties of the post? (The Act defines a disability as “A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”) | | YES / NO |
| If YES only: Would the provision of any aids or modifications assist you in carrying out these duties? | | YES / NO |
| If YES only: Please give details: | | |
| Rehabilitation of Offenders Act 1974 | | |
| Have you ever been convicted of any criminal offences which are not yet spent under the Rehabilitation of Offenders Act 1974? | | YES / NO |
| If YES, please provide details in a sealed envelope marked “Strictly Confidential”.  *Note:*  *Ex-offenders will be considered on an individual basis and the nature of their offence will be*  *taken into account in the recruitment decision.* | | |
| Canvassing | | |
| Canvassing of owner or employees of Forest Foxes Outdoor Play directly or indirectly in connection with any appointment under to Forest Foxes Outdoor Play shall disqualify employment. | | |

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| **Declaration** | |
| IMPORTANT – READ CAREFULLY BEFORE SIGNING THE DECLARATION  I certify that all statements given above by me on this form are true and correct to the best of my knowledge. I realise that if I am employed and it is found that such information is false or that I have withheld information, I am liable to dismissal without notice. In accordance with the Data Protection Act 1998 I hereby consent to Forest Foxes Outdoor Play retaining and processing, as required, all information provided by myself in respect of this application for employment and any subsequent employment within Forest Foxes Outdoor Play, for the purposes of statutory, statistical and contractual obligations. I understand that, if necessary, Forest Foxes Outdoor Play may disclose this information to other recognised contractors for the purposes of recruitment.  I agree to allow to Forest Foxes Outdoor Play to store my details for up to one year after the vacancy closes. | |
| Signature: |  |
| *If submitting electronically: by submitting this application via your personal e-mail account you are providing formal consent of the above declaration.* | |
| Print Name: |  |
| Date: |  |

**Please now complete the referees’ section below.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Referees** | | | |
| Please provide the names of two professional referees, at least one of whom should know you in a work capacity. If you are employed this should be your present employer. If you are unemployed, please provide details from your most recent employer. | | | |
| **Referee 1** | | **Referee 2** | |
| Name: |  | Name: |  |
| Address: |  | Address: |  |
| Postcode: |  | Postcode: |  |
| Telephone No.: |  | Telephone No.: |  |
| Email: |  | Email: |  |
| Occupation: |  | Occupation: |  |
| Relationship: |  | Relationship: |  |
| We may wish contact them prior to interview. Do you give us permission to do this? | | | YES / NO |

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Post Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I provide my consent to Forest Foxes Outdoor Play approaching the above named persons above for the purpose of obtain an employment reference.

Print name …………………………………………………………………..

Date: ………………………….