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**Application Form**

Please read the below guidance carefully before completing your application form.

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| **Guidance**  These notes have been written to help you make the best of your application. The decision to shortlist you for interview will be based on the information you provide on this application form, and in particular how your skills and experience relate to the person specification.   1. Read through each section of the application form carefully. 2. You must use the form provided, and please do continue on separate sheets if necessary (though you can attach sheets*).* **CVs will not be accepted.** 3. The person specification describes the essential skills, knowledge, experience/professional qualifications which you will need in order to do the job as described in the job description. Your completed application form should demonstrate that you understand and are committed to equal opportunities. 4. The first reference quoted on the form should be your present or most recent line manager/employer. The second reference should also be from your most previous employment. If you have not been employed, or have been out of employment for a period of time, you may wish to give the name of anyone who knows you sufficiently well in a personal, professional or training/education capacity to confirm the information you have given, and to comment on your ability to do the job. 5. The **Relevant Experience** section of this application form is very important. Examine the skills and experience being asked for and provide evidence by giving specific examples that you possess that are RELEVANT to the job. You can also consider previous work experience – paid or voluntary- or other responsibilities that may assist you to uncover skills that you may have taken for granted. Work, paid or voluntary, is not the only means of showing you meet the requirements of the post. You may also have acquired relevant knowledge and skills through your life experience. If so, please try to demonstrate this in the space provided. 6. When completed, please read through your application form carefully, checking for errors or omissions. 7. If you have a disability/condition and require assistance when attending for interview please give brief details on the equal opportunities monitoring form. 8. To help us decide where to advertise our posts in the future, please state clearly where you saw the post advertised. |

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| **POST APPLIED FOR:** | |
| **Full Name:** | |
| **Other names if applicable:** | |
| **Contact details:**  **Address:**  **Telephone:**  **Email:** | |
| References Please give the **names, addresses, email and telephone numbers** of two people, one of whom should be your present or most recent employer, whom we can approach for references. Please note that we will not be contacted until you have been successful in your application and accepted the post. | |
| **1**. **Name, address, email and telephone number:**  In what capacity do you know this person and how long have you known them for? | **2. Name, address, email and telephone number:**  In what capacity do you know this person and how long have you known them for? |
| **If successful, how much notice are you required to give in your present post? When could you start work with AVID?** | |
| **Where did you hear about this post?** | |

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| **EMPLOYMENT HISTORY**  **Please use this space to tell us about your current or most recent employment (include voluntary work, paid etc.)** |

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| Name of employer:  Address:  Post Code:  Telephone No:  Date Started:  Date left (where applicable): | | | Post Held:  Salary/Grade:  What is your notice period:  Reason for leaving/wishing to leave: | |
| Summary of Current Duties: | | | | |
| **PREVIOUS EMPLOYMENT**  Please give your full employment history, detailing any periods of unpaid/voluntary work (most recent first). Please provide details to account for any gaps in your employment history. Continue on a separate sheet if necessary | | | | |
| Dates  From To | Name and address of organisation | Telephone and contact | Job/Role and brief description of main duties | Reason for leaving |
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| **EDUCATION, TRAINING AND QUALIFICATIONS**  Please provide details of examination passes, qualifications obtained etc. You will be required to provide proof of relevant professional qualifications at interview.  Please provide details in sequence with the most recent first. Where you have had a break in your educational history please give details. |

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| **Secondary schools, colleges, universities attended.** | **Dates** | | **Qualifications gained**  **(dates, levels, grades, etc)** |
| **From** | **To** |
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| **Other relevant training courses (including in house) completed which are relevant to the post.** | |
| **Organising body and title** | **Brief description of course content, dates attended and qualification (if applicable)** |
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| **RELEVANT EXPERIENCE**  Please use this section to outline how you meet the **person specification.** Tell us aboutthe skills and experience you have gained, either in paid or voluntary work, at home or in education, that are relevant to this post, and which would enable you to fulfill the duties of this post. **You may wish to continue on separate sheets.** |
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| **Declaration:**  **I declare that the information I have given on this form is, to the best of my knowledge, true and complete and may be treated as part of any subsequent contract of employment with AVID.**  **I understand that any offer of appointment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue or inaccurate, then AVID shall be entitled to withdraw any offer of appointment or terminate any contract of employment.**  **Signed (type if sending by email):**  **Date:** |

**Please return your completed application form by the closing date, following the instructions in the recruitment pack.**