St Peter’s Saltley Trust - Application Form

Application for the post of Administrator and Clerk to Trustees.

Please complete and post this form to: Ian Jones (Director) St Peter’s Saltley Trust, Grays Court, 3 Nursery Road, Edgbaston, Birmingham B15 9JX. director@saltleytrust.org.uk

Completed application forms must be returned by: **15 March 2020**

Please type, or write clearly using black pen, in order that this form can be photocopied.

|  |  |
| --- | --- |
| Where did you hear about this vacancy? |  |

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Email |  |
| Phone (daytime) |  |
| Phone (evening) |  |

Please provide the names, organisations, job titles, addresses, phone numbers and email addresses of **two** **referees**. At least one must be your current or most recent employer. Please indicate the capacity in which you know the referees.

|  |  |
| --- | --- |
| ***Referee 1*** | ***Referee 2*** |
| Name: | Name: |
| Title: | Title: |
| Organisation: | Organisation: |
| Address: | Address: |
| Telephone: | Telephone: |
| Email: | Email: |
| May we approach this referee if you are called for interview? **YES/NO** | May we approach this referee if you are called for interview? **YES/NO** |

If you do not wish us to approach your current employer unless a conditional job offer is made, please let us know (we may ask you to provide an alternative referee at interview stage).

Beginning with your current or most recent employer and working backwards in chronological order, please give details of your **employment history** to date.

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Name and address of employer | Job title and summary of duties | Reason for leaving |
| From | To |  |  |  |
|  |  |  |  |  |

Please provide details of your **education and qualifications** (listing most recent first and working backwards in chronological order):

|  |  |  |
| --- | --- | --- |
| Dates | Place of study | Qualifications attained |
| From | To |  |  |
|  |  |  |  |

|  |
| --- |
| Membership of Professional Bodies (if applicable)  |

|  |
| --- |
| **Please give your reasons for applying for this post.** *You should outline your interest in the post, describe your relevant skills and experience and explain how these meet the job description and person specification. You should also use this space to tell us anything not covered elsewhere, which you feel is relevant. Please check the job description and person specification before completing this section. You may use up to two sides of A4 but should not feel obliged to fill the space.* *Please continue overleaf**Continued from previous page* |

Rehabilitation of Offenders Act 1974 - Disclosure

At this stage of the application process we will not ask you to disclose unspent convictions. However, should you be called to interview, we will ask you to complete a disclosure of unspent convictions under the Rehabilitation of Offenders Act 1974. You do not have to disclose information on certain convictions after a set period of time, as they become ‘spent’.

Having a criminal record will not necessarily bar you from working with us, although this will depend on the relevance of the information you provide us. The post may be subject to a basic BDS check.

**Declaration**

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 understand that the deliberate falsification of information or failure to disclose relevant information may lead to my application being rejected, any offer of employment being withdrawn or actual appointment being terminated.

I note that the information provided on this application form may be held, further processed or verified in accordance the General Data Protection Regulation (GDPR). (Please see our privacy statement, accessible at the bottom the contact page of our website: <https://www.saltleytrust.org.uk/contact/>).

|  |  |
| --- | --- |
| Signed |  |
| Dated |  |

Submitting this application form electronically signifies your acceptance of ALL of the above declaration.