

Application form

Part 1 Personal details	Please complete the form in black ink and BLOCK CAPITALS
Surname	
First name	
Middle name(s)	
Address	
Telephone number(s)	
E-mail	

Part 2 Employment history	Start with your most recent employer. Briefly describe your main duties and responsibilities of your post. If you wish to expand on any areas of responsibility please do so in Part 4 Skills.
Employer	
Job title	
Dates of employment	
Duties	
Reason for leaving	
Employer	
Job title	
Dates of employment	
Duties	
Reason for leaving	

Employer	
Job title	
Dates of employment	
Duties	
Reason for leaving	

Part 3 Education & Training	Please tell us about your education, training and qualifications starting with the most recent and relevant to your application.
Subject and grades	
Dates	
Place of study	
Subject and grades	
Dates	
Place of study	
Subject and grades	
Dates	
Place of study	

Part 4 Skills	Use this section to tell us about any skills and experience you have that will support your application, including activities outside paid employment. Please give examples that support any skills you have.

Part 5 Personal interests	You can use this space to tell us anything else about yourself including your hobbies and interests

Part 6 References	Please give the name, address and position of two referees. One <u>must</u> be your present or most recent employer. References will only be taken for a successful applicant. References from friends or family are not acceptable.
Name of referee	
Position	
Address (include employer name)	
Name of referee	
Position	
Address (include employer name)	

You must provide proof of your right to work

You must provide

- an original passport, **or**
- a full original birth certificate **and**
- an official letter or document that confirms your National Insurance number

Part 7 Declaration and signature	Please carefully read the statement below. You should only sign and date this application if you completely agree with the statement below.
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By signing and returning this application form you consent to Happy Staffie Rescue using and keeping information about you provided by you or third parties such as references, relating to your application or future employment.

This information will be used solely in the recruitment process and will be retained for six months from the date on which you were informed whether you have been invited to interview, or six months from the date of interview. Such information may include details relating to equality monitoring and these will be used solely for internal monitoring and will not be disclosed to any third party.

Declaration

The information supplied on this application form is accurate to the best of my knowledge.

Signature	
Date	