



APPLICATION FORM

Communication Officer

Full Name: **Phone:** **Email:**

How did you hear about this post?

Are you free to remain and take up employment in the UK? Yes No

Do you hold a full driving licence valid in the UK? Yes No

Convictions/ Disqualifications

Upon offer of employment we reserve the right to request a Criminal Records Bureau Disclosure at Enhanced level and this disclosure will include details of cautions, reprimands or final warnings as well as convictions.

Please provide details below of any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974:

Ground Level uses the Disclosure and Barring Service (DBS) Disclosure service to assess the suitability of both volunteers and applicants for employment in positions of trust. We comply fully with the DBS Code of Practice and undertake to treat all volunteers/applicants fairly. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. Having a criminal record will not necessarily bar a volunteer/applicant from working within Ground Level. This will depend on the nature of the position and the circumstances and background of the offences.

Do you attend a Ground Level church (If so which one)?

EDUCATION / QUALIFICATIONS / TRAINING / COURSES

Dates / Duration	Establishment / Organiser	Details / Qualifications Gained	Grade / Level

Current Membership of any Professional Body/Organisation

Please give details:

EMPLOYMENT

PRESENT / MOST RECENT EMPLOYER:

TYPE OF ORGANISATION:

JOB TITLE: SALARY: START DATE:

BRIEF DESCRIPTION OF DUTIES:

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ARE YOU STILL EMPLOYED? **YES / NO** IF 'YES' LENGTH OF NOTICE REQUIRED?

IF 'NO' DATE ENDED: REASON FOR LEAVING:

EMPLOYMENT HISTORY Please list most recent employer first and account for all gaps in employment history including voluntary or community work.

Dates From / To	Name & Address of employer / Type of Organisation	Salary (on leaving)	Job Title & Main Duties	Reason for Leaving

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SUPPORTING STATEMENT: With close reference to the job description and person specification please give an account of any experience, knowledge, skills and training you have which meet the requirements of the post. Please include any other information you feel is relevant in support of your application, e.g. reason for applying, what you can offer to the post.

WHAT ARE YOUR TWO GREATEST STRENGTHS?

1.

2.

WHAT ARE YOUR TWO GREATEST WEAKNESSES?

1.

2.

References Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are (Must not be a family member.)

Reference 1

Reference 2

<p>Name:</p> <p>Job Title:</p> <p>Organisation:</p> <p>Address:</p> <p>Contact No:</p> <p>Email:</p> <p>How is this person known to you:</p> <p>Do you wish to be consulted before this referee is approached:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Name:</p> <p>Job Title:</p> <p>Organisation:</p> <p>Address:</p> <p>Contact No:</p> <p>Email:</p> <p>How is this person known to you:</p> <p>Do you wish to be consulted before this referee is approached:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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We reserve the right to contact any of your other previous employers within the last three years.

Declaration

Statement to be Signed by the Applicant (Candidates selected for interview will normally be notified within four weeks of the closing date.)

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered:

I agree that Ground Level can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

Signed:

Date:

If you return this form by email, you will be asked to sign your application at interview

Availability

Holidays Booked:

Minimum notice needed to work:

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Do you have any regulations on hours you can work:
