

Create Centre

Smeaton Road

Bristol  
BS1 6XN

Tel: 0117 377 4756

www.aliveactivities.org

Email: info@aliveactivities.org

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| Job Application Form |

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| --- | --- |
| Vacancy Title: |  |
| Please tell us how you heard about this vacancy: |  |

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| --- |
| Personal details |

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| --- | --- | --- | --- |
| Last Name: |  | **First Name:** |  |

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| --- | --- |
| Address: |  |
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| --- | --- |
| Postcode: |  |

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| --- | --- | --- | --- |
| **Main Phone No.** |  | **Alternative Phone No.** |  |

|  |  |
| --- | --- |
| **E-mail address:** |  |

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| **National Insurance No.** |  |  |  |  |  |  |  |  |  |

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| **Driving Licence**  Do you hold a full, clean driving licence valid in the UK? | Yes |  | No |  |

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| 2. Education/Qualifications |

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| **Secondary school & college &/or university attended** | **Study dates** | **Qualification & Grade  (for GCSEs give number awarded if any)** | **Date Obtained** |
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| **3. Training and Development** | |
| Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application. | |

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| **Training Course** | **Dates** | **Course Details**  **(including length of course/nature of training)** |
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| **Current Membership of any Professional Body/Organisation** |
| Please give details: |

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| 4. Employment History |
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**Current or most recent employer**

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| --- | --- |
| Name of Employer: |  |

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| --- | --- |
| Address: |  |
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|  | |  |  | | --- | --- | | Postcode: |  | |

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| --- | --- |
| Position Held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Leaving Date: |  |
| Reason for Leaving: |  | | |

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| --- |
| **Brief description of duties:** |
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|  | |

**Previous employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

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| --- | --- |
| Address: |  |
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|  | |  |  | | --- | --- | | Postcode: |  | |

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| --- | --- |
| Position Held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Leaving Date: |  |
| Reason for leaving: |  | | |

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| --- |
| **Brief description of duties:** |
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|  | |

**Previous employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
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|  | |  |  | | --- | --- | | Postcode: |  | |

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| --- | --- |
| Position Held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Leaving Date: |  |
| Reason for Leaving |  | | |

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| --- |
| **Brief description of duties:** |
|  | |
|  | |

**Previous employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
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|  | |  |  | | --- | --- | | Postcode: |  | |

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| --- | --- |
| Position Held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Leaving Date: |  |
| Reason for Leaving |  | | |

|  |
| --- |
| **Brief description of duties:** |
|  | |
|  | |

**Previous employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  | |  |  | | --- | --- | | Postcode: |  | |

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| --- | --- |
| Position Held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Leaving Date: |  |
| Reason for Leaving |  | | |

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| --- |
| **Brief description of duties:** |
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Continue on a separate sheet if necessary

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| 5. Information in support of your application |
| **Skills, abilities and experience**  Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples). Please keep this section to one side of A4. |
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| 6. Convictions/ Disqualifications |

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| **Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order.** (Past criminal proceedings are not necessarily an obstacle to taking up a post. This occurs only where the offence/s is/are deemed relevant. Any details will be discussed with you should you be the successful candidate based on your supporting statement, interview and tests). |
| 7. Reasonable Adjustments/Arrangements for Interview | |

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| **Please contact us if you need the application form in an alternative format.** |

Are you subject to any conditions relating to your employment in this country? **YES/NO**

If "yes" please use the space below to tell us what these are.

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If you need us to make any adaptations for your interview to accommodate a disability, please tell us what these should be.

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**If appointed when could you start? Give period of notice if applicable**

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| References |

Please provide the details of two people we may approach for a reference (one should be your present or most recent employer). No reference requests will be made before an offer of employment is made.

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| Name of Referee and relationship to you: |  |

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| Address: |  |
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|  | **Email:** **Tel** |

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| --- | --- |
| Name of Referee and relationship to you: |  |

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| --- | --- |
| Address: |  |
|  | |  |  | | --- | --- | | Postcode: |  | |
|  | **Email** **Tel:** |

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| Declaration |

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| Statement to be Signed by the Applicant  Please complete the following declaration and sign it in the appropriate place below. I agree that Alive 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.** |

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| --- | --- | --- | --- |
| Signed: |  | **Date:** |  |
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Alive! is a registered charity no. 1132708.