**Personal Details:**

|  |  |
| --- | --- |
| **Surname:** |  |
| **First Names:** |  |
| **Address (including postcode):** |  |
| **Telephone No. Daytime** |  |
| **Home** |  |
| **Mobile** |  |
| **E-mail address:** |  |

**Education:**

Please state most recent first

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From** | **To** | **Name and Location of School, College or University** | **Qualifications awarded**  State Level and Subjects | **Grade obtained** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Any additional, relevant training:**

|  |  |  |
| --- | --- | --- |
| **Date** | **Title** | **Content** |
|  |  |  |
|  |  |  |
|  |  |  |
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**Do you hold a current full driving licence?**

**Is it a clean driving licence? (if no please give details):**

**Employment History (including unpaid/voluntary work relevant to this post):**

**Please give details of your present or most recent employment**

|  |  |
| --- | --- |
| **Name and Address of Employer** |  |
| **Dates of Employment (to - from, month and year)** |  |
| **Position** |  |
| **Details of role and responsibilities** |  |
| **Reason for leaving** |  |
| **Period of notice required** |  |

**Please give details below of your employment history, most recent first (continue on a separate sheet if necessary)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name & Address of Employer** | **From**  (month and year) | **To**  (month and year) | **Position & Key Responsibilities** | **Reason for Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Please provide details of any gaps in employment:**

|  |  |  |
| --- | --- | --- |
| **From**  (month and year) | **To**  (month and year) | **Reason** |
|  |  |  |
|  |  |  |

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| --- |
| **Supporting Statement: Please state why you are applying for this post and why you feel that you are suited to the role, explaining how you meet the person specification and detailing skills, qualities and experience. (please continue on an additional sheet if necessary)** |

**Additional Information:**

|  |  |
| --- | --- |
| **Where did you see the post advertised?** |  |

|  |
| --- |
| **Please use this space if you would like to inform us of any health, support or access needs you may have.** |
|  |

|  |  |
| --- | --- |
| **Are you able to provide evidence that you can legally work in the UK?**  You will be required to provide evidence at interview. |  |

**Criminal Records, disqualification and declaration:**

**This post is exempt from the rehabilitation of offender’s legislation. You must declare all convictions, cautions, reprimands or final warnings, both spent and unspent\*.**

|  |  |
| --- | --- |
| Are you subject to any current outstanding disciplinary action or legal proceedings? \* If yes, please give details |  |
| Have you ever been convicted of a criminal offence or cautioned, reprimanded or given a final warning by the police (‘spent’ or ‘unspent’)? If yes, please give details |  |
| Are you subject to any sanctions imposed by a regulatory body?  eg GSCC, NISCC, SCCC, CCW, GTC? If yes, please give details |  |
| Are you disqualified from working with children or vulnerable adults?  If yes, please give details |  |
| Are you aware of any police enquiries undertaken following allegations made against you that may have a bearing on your suitability for the post? If yes, please give details |  |

\* Please be aware that should you be shortlisted for interview you will be asked to give further details on any criminal convictions. Any convictions will be considered on an individual basis and the nature of the offence will be taken into account in the recruitment decision. Once employed by Me2 Club an employee must inform the organisation of any criminal prosecutions, convictions or cautions. Failure to disclose any of the above information will result in disciplinary action, which may include summary dismissal. Please note that this post is subject to a Criminal Records Bureau check (please refer to the job description).

**REFERENCES** (please state if you would not like references to be taken up until after interview)

Please give the names and addresses of 2 referees, one of whom should be your current or most recent employer. The other reference should include either a previous employer or educational institution. Both should be able to comment authoritatively on the competence and experience of the applicant in relation to this appointment i.e. character references are not on their own sufficient.

|  |  |
| --- | --- |
| **Name: Kim franks -**  **Occupation:**  **Address:**  **Daytime Tel**  **Mobile No:**  **Email Address:**  **Relationship to you:** | **Name:**  **Occupation**  **Address:**  **Daytime Tel:**  **Mobile No:**  **Email Address:**  **Relationship to you:** |

**Data Protection**

By providing the information contained within this application form, you are consenting to its use for the purpose of processing your application, assessing your performance in future (should you be appointed), and monitoring the efficiency of our recruitment process and other employment procedures.

**I declare that the information contained in this form is correct and I understand that false information may render me liable for dismissal if I am appointed.**

**By sending this document to Me2 Club, you give your agreement with the declaration and conditions stated above. Should you be invited for interview you will be required to sign this form.**

Signed

Date

**Please return this completed application form to** [**Vicky@me2club.org.uk**](mailto:Vicky@me2club.org.uk)