

JOB VACANCY

Application form

This document is an interactive PDF. Download it and save to your computer. Clicking in the boxes allows you to type your answers. You can then save the file, attach it to an email and return to: **katherine.torr@burtonstreet.org.uk**

If you'd prefer you can print out this form, complete it using your favourite pen and return by post: **Katherine Torr, The Burton Street Foundation, 57 Burton Street, Sheffield S6 2HH**

Please note we'll still need to receive it by the closing date, so remember to factor in mail times.

Basic Info

Post details

Application for the post of

Closing date

Vacancy ref number (if present)

Personal contact details

Title

First Name(s)

Surname

Address (please include postcode)

Telephone (main)

Telephone (alternative)

Email address

National insurance number

Education and qualifications

Secondary, further and higher education

Please list your education in chronological order, with your most recent first. We don't require anything prior to secondary school. There is extra space at the end of the form if you need it.

Establishment	Subjects / Qualifications	Class of award	Date

Education and qualifications

Training courses

Please list any further training you have which is relevant to the advertised post (eg. Moving & Handling, Emergency First Aid, Food Hygiene etc)

Course title	Brief details	Duration	Date

Employment history

Current / most recent employment

Job title(s)

Hours per week

Employer name(s)

Date appointed

Employer address

Salary + grade

Notice required

Brief description of duties

Reason for leaving

Currently have more than one job? Are you self-employed on the side? Do you have a working arrangement that doesn't fit easily into the form? Please use this space to explain.

Employment history

Previous employment

Please list employment history in chronological order, starting with the most recent. Include any unpaid work that might be relevant to the post.

Employer	Role + description + reason for leaving	Date from	Date to	Hours per week	Salary + grade

Experience

Please refer to the attainment, experience and other relevant information listed against this post in the job description and/or person specification.

For each of the points listed, give a brief example where you have demonstrated, in a professional capacity, these behaviours to best effect, and state the impact it had on the organisation. Be as concise and relevant as possible.

Experience

Experience

Experience

Further info

Please use this space to add any further information to your application that you feel is relevant.

References

Any offer of appointment will be subject to the receipt of references which are satisfactory to The Burton Street Foundation.

Please provide details of a minimum of two referees, one of which should be your current or most recent employer. Please complete the details in full, including email details if possible.

References will be requested for successful candidates once you have received a conditional offer.

Referee contact agreement

Do you agree to us approaching your referees once a conditional offer of employment has been made?

Yes

No

Referee 1 Required, must be current or most recent employer

Name

Position held

Company / organisation

Email address

Address

Telephone

Referee 2 Required

Name

Position held

Company / organisation

Email address

Address

Telephone

References

Referee 3 Optional

Name

Position held

Company / organisation

Email address

Address

Telephone

Further details

Are you a European Economic Area / European Union (EU) Citizen?

Yes

No

If you answered **no** above, will you need a certificate of sponsorship to do this job?

Yes

No

Are you currently on The Burton Street Foundation redeployment register with a period of *concurrent* redeployment?

Yes

No

If stated on the advert, do you wish to be considered on a job share basis?

Yes

No

Declaration

I declare that, to the best of my knowledge, the information given in this application is correct. I understand that deliberate omissions and incorrect statements could lead to my application being rejected, or to my dismissal.

Please note if emailing this form that in the absence of a signature the emailing of this document constitutes your personal certification that the details are correct.

Signed

Date