### **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

Please tell us how you found out about this vacancy Post details Application for the post of **Closing date** Vacancy ref number (if present) Personal contact details Title First Name(s) Surname Telephone (main) Telephone (alternative) Address (please include postcode) Email address National insurance number



#### 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



#### 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



#### Current / most recent employment

 Job title(s)
 Hours per week

 Employer name(s)
 Date appointed

 Employer address
 Salary + grade

 Notice required
 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.



#### **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.

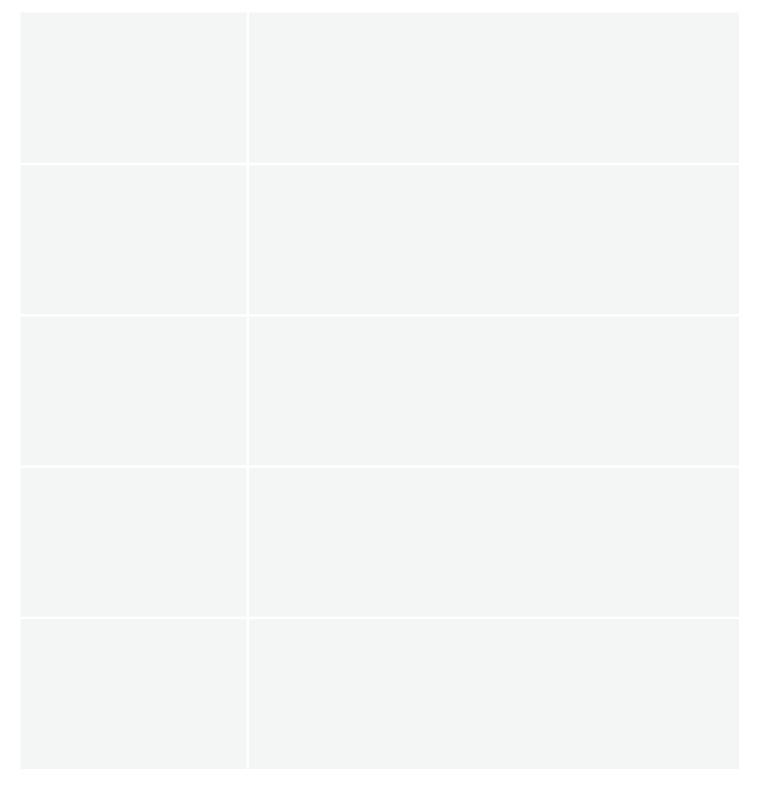
Employer	Role + description + reason for leaving	Date from	Date to	Hours per week	Salary + grade





Please refer to the attainment, experience and other relevant information listed against this post in the 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.









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





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 mos	st recent ei	nployer	
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?

If you answered **yes** above, you will need to prove your immigration status and your right to work in the UK to do this job

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

# 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.

Yes

Yes

No

No



