|  |  |
| --- | --- |
| Post Applied For: | Where did you see the post advertised? |

# Personal Information

|  |  |
| --- | --- |
| Forenames: | Surname: |
| Contact Address: | Mobile Phone No: |
| Landline Phone No: |
| Email Address: |

**Education (from secondary school, in date order)**

|  |  |
| --- | --- |
| Establishment | Qualifications |
|  |  |

**Training**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Training/courses attended | Date from | Date to | Provider | Skills/qualifications obtained |
|  |  |  |  |  |

Do you hold a full clean driving licence? YES / NO

Does this licence include entitlement to drive a minibus? YES / NO

**Current or most recent employment**

|  |
| --- |
| Organisation name and address: |
| Dates of employment: |
| Please outline your duties: |

**Previous employment (in date order)**

|  |  |  |
| --- | --- | --- |
| Dates | Employer, including address | Job Title |
|  |  |  |

**Memberships**

|  |
| --- |
| Please give details of any membership of professional or other organisations |
|  |

**Other interests**

|  |
| --- |
| Please describe any interests or hobbies which may be relevant to your application |
|  |

**Support for your application**

|  |
| --- |
| Please attach a supporting statement for your application. This should consider your relevant experience against each of the essential and desirable characteristics in the person specification provided for the post. The statement should not exceed a total of three sides of A4, typed in 12-point font. Additional pages will not be considered as part of the selection process |

**References**

|  |
| --- |
| We require details of two referees, one of whom should be your current or most recent employer. |
| Name:  | Name: |
| Address: | Address: |
| Daytime telephone no.: | Daytime telephone no.: |
| Relation to you: | Relation to you: |
| Can we contact this referee without contacting you first: YES / NO | Can we contact this referee without contacting you first YES / NO |

**Eligibility to work in the UK**

|  |
| --- |
| Do you have any restrictions to work in the UK? YES / NO *(Please circle as appropriate)**If you answered yes to the above question:*Do you hold appropriate work visa/permits for the full term of this job? YES / NO Please note: It is unlawful to employ a person aged 16 or over who does not have permission to live and work in the UK. If selected for interview, you will need to provide us with one of the following documents: **A)** Your passport, Birth Certificate or National ID card (for European Economic Area members only)OR**B)** A document providing your permanent National Insurance Number (e.g. P45, P60) **plus one of the following**; Birth Certificate (issued in the UK, Ireland, Isle of man or Channel Islands) Certificate of Naturalisation as a British Citizen, letter from Home Office, granting indefinite leave to remain the in UK, Residence PermitOR**C)** Your work permit **plus one of the following**: A passport or other travel document that shows leave to enter and take up work in UK, letter from Home Office proving right to enter and take up work.We will not be able to employ you if you cannot produce any of the above. |

**Declaration**

|  |
| --- |
| By signing this declaration you are agreeing with the statements below, which may be referred to in the future:* I confirm that all the details I have provided in this application form are correct and that I have not deliberately withheld any relevant information.
* I have not attempted to influence an employee or Trustee of Middlesbrough Environment City in connection with this application.
* I understand that deliberately providing false information, failing to disclose relevant information or attempting to influence the recruitment process unfairly may lead to my application being rejected, any offer of employment (paid or unpaid) being withdrawn, or actual employment (paid or unpaid) being terminated.
* I give consent for Middlesbrough Environment City to be given details of my attendance record over the last two years, including periods of sickness and other absence and the reasons for them, for reference purposes and for this to be held in accordance with the Data Protection Act 1998.
* I confirm that I have the right to work in the UK and can provide documentary evidence.
* I give Middlesbrough Environment City permission to undertake a DBS check if I am offered employment and that any offer of employment (paid or unpaid) will be subject to a satisfactory DBS check and two satisfactory references.
* I note that the information provided on the application form may e held, further processed or verified in accordance with the Data Protection Act 1998.

 Signed: Date: |

**Please email your completed application form and supporting statement to:** **info@menvcity.org.uk**