

**CONFIDENTIAL APPLICATION FORM**

Please return your application form and equal opportunities monitoring form by post or by email to: [Naomi.goldberg@gavs.biz](mailto:Naomi.goldberg@gavs.biz) or to Naomi Goldberg, Chief Executive, GAVS, The Forum @ Greenwich, Trafalgar Road SE10 9EQ by **5pm on 26th October 2012.**

Please complete all questions as fully as possible. We can only shortlist you on the information you provide on the form. **CVs will not be considered**. Please write clearly in black ink.

We wish to ensure that comparison between applicants is fair and in line with GAVS Equal

Opportunities policies.

**POSITION APPLIED FOR: ……………Development Officer**

**Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | First Name(s) |  |
| Address |  | | |
|  | | | |
| Email |  | | |
| Contact No: | | Mobile Tel No: | |

|  |  |  |  |
| --- | --- | --- | --- |
| Full Driving  Licence: | YES/NO | Endorsements: | \*YES  /NO |
| \* If YES, please give further details including  dates. | |  | |

**References**

Please give details of two referees who will be happy to be contacted prior to interview. One should be from your present or most recent employer. These should not include relatives or purely personal friends.

|  |  |  |  |
| --- | --- | --- | --- |
| **First Referee** |  | **Second Referee** |  |
| Name: |  | Name: |  |
| Position held: Position held: |  | Position held: |  |
| Address: |  | Address: |  |
| Telephone No. |  | Telephone No. |  |
| Email: |  | Email: |  |

**Employment history**

Paid and/or voluntary

Please continue onto separate sheets if necessary

|  |  |  |
| --- | --- | --- |
| Dates  From/to | Name and Address of  organisation | Role and Key Responsibilities |
|  |  |  |

Please continue on separate sheets if required

**Education**

Please list any education you have undertaken:

|  |  |  |  |
| --- | --- | --- | --- |
| Establishment  Name & Address | Dates | Course | Qualifications |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Professional qualifications/other training**

Please list all relevant training courses attended

|  |  |  |
| --- | --- | --- |
| Date | Course title | Accreditation body |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Please continue on separate sheets if required

**Supporting information**

Please let us know why you are applying for this post giving details of any relevant skills and experience which you might bring to the position. Please read the person specification and job description before you answer this section as they outline the skills, knowledge and experience required for this post.

Please be concise in your answers. Please use additional sheets if required.

**Disclosures**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you involved in any activity which might limit your availability to work or your  working hours e.g. local government? | | | | YES/NO |
| If YES, please give full  details. |  | | | |
| Are you subject to any restrictions or covenants which might restrict your working  activities? | | | | YES/NO |
| If YES, please give full  details |  | | | |
| Are you willing to work overtime and weekends if required? | | | | YES/NO |
| Please give details of any hours which you would not wish  to work: | |  | | |
| Have you any convictions (other than spent convictions under the Rehabilitation of  Offenders Act 1974)? | | | | YES/NO |
| If YES, please give full  details |  | | | |
| Do you need a work permit to take up employment in the U.K.? | | | | YES/NO |
| How much notice are you required to give to your current  employer? | | |  | |

**Declaration**

I declare the information given on this form is correct to the best of my knowledge. Signature: ………….............………… Date: ………………….

Data Protection Act 1998:

The personal information submitted by you on this application form and in any accompanying documents will be used by GAVS. The information will be kept for 2 years. For successful applicants, information will be taken from this form and used as part of your personnel record.

I give consent for the information given on this form to be used by GAVS for recruitment, payroll and Equal Opportunities monitoring.

Signature: ……………...........……… Date:……………………….