



# JOB APPLICATION FORM

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. Shortlisting will be based on the information gathered from the form, read in conjunction with the person specification.

Please ensure the finished form is printed out, signed, dated and returned by the closing date to:

Lindsay Jackson

Walnut Tree Barn, Guilsfield, Welshpool. SY21 9LP  
or email to chair@greyhoundrescuewales.co.uk

## GUIDELINES

Applicants will be treated in the same way whether they are external or internal candidates. Internal candidates should advise their manager that they have applied for another position.

## POSITION APPLIED FOR

Where did you see the post advertised:

Job Title:

## 1. APPLICANTS DETAILS

<b>Title:</b>	<b>Surname: including any previous names</b>	<b>First name:</b>
<b>Home address:</b>		
<b>Telephone No's: please include full STD code:</b>		
Home:		
Work:		
Mobile:		
Email address		
Do you hold a full current driving licence?	Yes	
Are there any restrictions regarding your employment? e.g. do you require a Work Permit?	No <i>*If you answer Yes please supply details on a separate sheet of paper</i>	
How much notice do you need to give to your current employer?	.	

## 2.

## EMPLOYMENT RECORD

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. We recognise that valuable skills and experience can also be gained through voluntary work and/or managing family and home. If you wish to expand on any specific areas of responsibility, please do so in *Section 5: Experience/skills*.

**1. Current/most recent employer/organisation**

Name:

**Address:**

Job title:

From:

To:

Brief description of duties:

Reason for leaving/changing:

**2. Employer/organisation**

Name:

**Address:****Job title:**

From:

To:

Brief description of duties:

Reason for leaving/changing:

**3. Employer/organisation**

Name:

**Address:****Job title**

From:

To:

Brief description of duties:

Reason for leaving/changing:

**4. Employer/organisation**

Name:

Address:

Job title:

From:

To:

Brief description of duties:

Reason for leaving/changing:

**5. Employer/organisation**

Name,;

Address:

**Job title:**

From:

To:

Brief description of duties:

Reason for leaving/changing:

**6. Employer/organisation**

Name:

Address:

**Job title:**

From:

To:

Brief description of duties:

Reason for leaving/changing:

**7. Employer/organisation**

Name:

Address:

**Job title:**

From:

To:

Brief description of duties:

Reason for leaving/changing:

Please list any previous jobs on an additional sheet using the same format



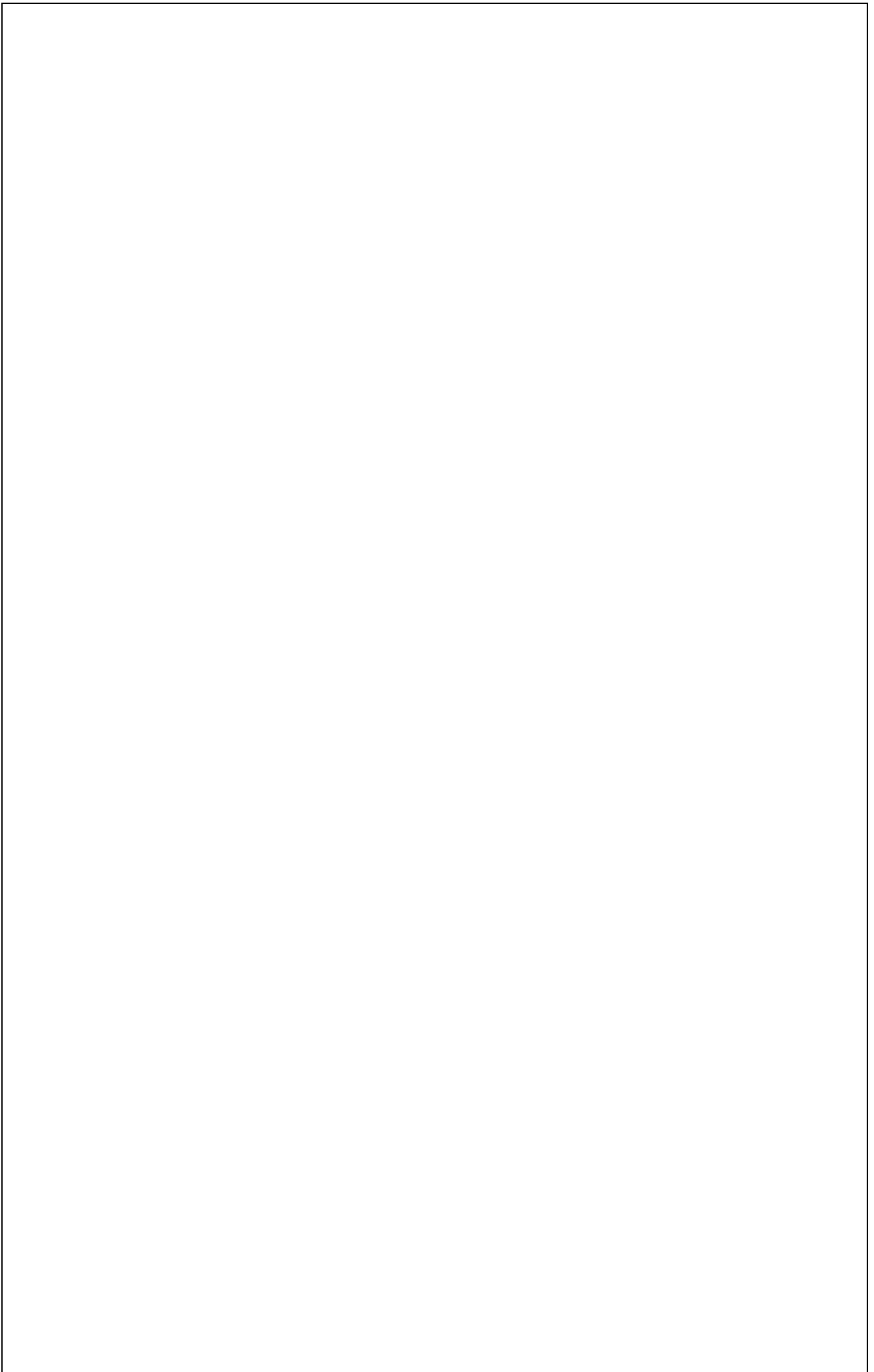
## 5. *EXPERIENCE/SKILLS*

This section is for you to give specific information in support of your application. After reading the Job Description and Person Specification carefully, consider to what extent you have gained the skills and experience necessary for the post. Your experience need not have been gained in paid employment and may include special interests or voluntary work relevant to the post. It is important that you provide evidence of your achievements by giving examples to support your application.

**Please use the headings in the person specification as sub headings when filling in the sheets below**

Continue on a clearly marked separate sheets of A4 paper, if necessary

*Experience/Skills*



## 6. REFERENCES

Please give name, address and position/occupation of two referees. One must be your present or most recent employer. References will only be taken up for the successful candidate. Testimonials or references from friends and relatives are not acceptable.

Name:
Position:
Organisation:
Address:
Tel:
Email
How long have you known this person:
In what capacity?

Name:
Position:
Organisation:
Address:
Tel:
Email
How long have you known this person:
In what capacity?

## 7. CRIMINAL CONVICTIONS

Do you have any criminal convictions? Yes  No

If Yes please give details on a separate sheet, this would exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974.

## 8. DECLARATION AND SIGNATURE

The information supplied in this application form is accurate to the best of my knowledge.

Signed

Date

By signing and returning this application form you consent to Greyhound Rescue Wales using and keeping information about you provided by you – or third parties such as referees – relating to your application or future employment. This information will be used solely in the recruitment process. Such information may include details relating to ethnic monitoring and disability: these will be used solely for internal monitoring and will not be disclosed to any third party. Thank you for completing the form.

Please print or email your completed form and return - together with your completed Equality of Opportunity Questionnaire – to the address given on the first page of your pack.