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**APPLICATION FOR EMPLOYMENT**

**STRICTLY CONFIDENTIAL**

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| **Job Title** | **Project Officer** |
| **Where did you first see the job?** |       |
| **Are you eligible to work in the UK?** | [ ]  Yes [ ]  No |
| **Do you have a full driving licence?**  | [ ]  Yes [ ]  No |
| **Personal information** |
| **Title** |       |
| **Forename/s** |       |
| **Surname** |       |
| **Address** |       |
| **Postcode** |       |
| **Email address** |       |
| **Full telephone number** |       |
| **Current employment notice period** |       |
| **Work History. Begin with your current or most recent employer.** |
| **Employer details and dates of employment** | **Job title – key achievements, responsibilities and reason for leaving** |
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| **Please feel free to continue on a separate sheet if necessary** |
| **Education/Training** |
| **University, college, school or other place** | **Course studied, qualification and date achieved** |
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| **Please feel free to continue on a separate sheet if necessary** |
| **About you.****Tell us about your skills, knowledge and experience. We want to know how you did it, how that shows to us that you can do this job and how you meet the criteria set out in the role profile.** |
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| **Why us?** **Tell us what has motivated you to apply for this role at South Cumbria Rivers Trust.** |
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| **Why you?** **This is your chance to tell us what you can bring to the role.** |
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| **References****The name and address of a minimum of two referees is required. If you need to give more than two references to cover the 3 year period please add to a separate sheet. For the references to be acceptable the following criteria must be adhered to:*** **The name and address of at least two referees is required.**
* **These referees must cover the last 3 years of work, study or any other circumstance.**
* **If employed/studying at least 1 reference should be from the current employer/educational establishment and should be someone at a more senior level to the individual**
* **Personal referees who can vouch for the candidate for the 3 year period will be suitable if they have not been employed previously. (PLEASE NOT: Relatives are not acceptable as referees).**

**We will only contact your referees if your application is successful.**  |
| **Referee 1** | **Referee 2** |
| **Name:**  | **Name:**  |
| **Email address:**  | **Email address:**  |
| **Telephone:**  | **Telephone:**  |
| **Address:**  | **Address:**  |
| **Postcode:**  | **Postcode:**  |
| **Relationship:**  | **Relationship:**  |
| **Dates covered:**  | **Dates covered:**  |

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| **Criminal Record – Ex-offenders will be considered solely on their merits and suitability for the specific role. Suitability includes the requirements of legislation, where relevant to the role and offence.** **Please give details below of any unspent convictions and cautions in accordance with the Rehabilitation of Offenders Act Order 1975 and/or (Northern Ireland) 1979. If none, please state N/A.**  |
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| **Declaration – The information on this form will be used for recruitment and selection purposes only and if you application is successful it will form part of your employment record. All unsuccessful applications will be destroyed six months after the closing date. If it is discovered that you have given any information, which you know to be false, or withhold any relevant information your application may be rejected or any subsequent employment terminated. I confirm that the information contained in the application form is correct.** **Proof of educational and professional qualifications may be requested.****It is the policy of the Trust to employ the best qualified personnel and provide equal opportunity for the advancement of employees including promotion and training, and not to discriminate against any person because of race, ethnic origin, nationality, gender, sexuality, marital status, disability or age. If you object to any of the questions on the application form on the basis of discrimination, you are at liberty, without prejudice, to omit them.**I hereby consent to the Trust processing the data on this form, and (if applicable) subsequent data collected during the administration of my term of employment, for the purpose of considering my application for employment and (if applicable) administering and supervising my employment and any subsequent pension. I agree that such data may be made available to those who reasonably need to know the same within the Trust. The Trust will destroy my personal data once no longer required for current administrative purposes.**Declaration: I confirm that the information given on this form is to the best of my knowledge, true and complete and accept that any false statement may be sufficient cause for rejection or, if employed, summary dismissal.** |
| **Signed:**  |
| **Date:**  |