**Application Form**

1. **Position applied for:**

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| **Job Title: Head of Programmes and Projects** |
| **Closing Date:** |
| **How did you hear of this vacancy?** |

1. **Your Details**

|  |  |
| --- | --- |
| **Last Name:** | |
| **First Name:** | |
| **Your home address:** | |
| **Post Code:** | |
| Contact: | |
| **Mobile phone number:** |  |
| **Home phone number:** |  |
| **Email address:** |  |
| Please indicate your preferred method of contact: | |
| **Are you eligible to work in the UK?** | |
| Driving: | |
| **Do you have a full current driving licence?** | |
| **Do you have a vehicle available for work?** | |

1. **Present Employment**

*If you are currently unemployed, please leave blank.*

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| **Job Title:** |
| **Salary:** |
| **Date Started:** |
| **Period of notice required:** |
| **Employer Name:** |
| **Employer Address:** |
| **Postcode:** |
| **Brief outline of duties and responsibilities:** |
| Continue on a separate sheet if necessary, placing your initials and job title at the top. |

1. **Employment History**

Please list all previous jobs, including any with your present employer. Start with the most recent.

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| **Job Title:** |
| **Employer’s Name:** |
| **Address:** |
| **Postcode:** |
| **Brief outline of duties:** |
| **Date started:** |
| **Date left:** |
| **Reason for leaving:** |
| **Job Title:** |
| **Employer’s Name:** |
| **Address:** |
| **Postcode:** |
| **Brief outline of duties:** |
| **Date started:** |
| **Date left:** |
| **Reason for leaving:** |
| Continue on a separate sheet if necessary, placing your initials and job title at the top. |

1. **Employment References**

Please give details of two references. One must be from your last or current employer. We will only contact references from successful applicants. References from family and friends are not acceptable.

|  |  |  |
| --- | --- | --- |
|  | 1st Referee | 2nd Referee |
| Name: |  |  |
| Position: |  |  |
| Company: |  |  |
| Email: |  |  |
| Telephone Number: |  |  |
| Working Relationship to candidate? |  |  |

1. **Education**

Please list any secondary, further or higher education qualifications achieved.

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| **Qualification** | **Grade Obtained** |
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1. **Training**

Please include details of any training you have undertaken, that is relevant to the position for which you are applying. Continue on a separate sheet if necessary.

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| **Training** | **Date** |
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Please list any membership of professional bodies:

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| --- | --- |
| **Professional Body** | **Date of membership** |
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1. **Experience and Skills**

Please give any information which you think will help us to consider your application, including relevant experience (voluntary or work), skills, abilities and any specialist knowledge you have. Try to relate the information to the job description and person specification for the position you are applying for. Continue on a separate sheet if necessary. Max 1500 words.

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1. **Data Protection and Rehabilitation of Offenders**

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| **Data protection statement** |
| All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. We will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of contract to process the information provided by you in this form.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.  For more information on how we use the information you have provided, please see our privacy notice for job applicants which is on our website. |

1. **Equal Opportunities monitoring**

Active Humber are an equal opportunity employer. The aim of our policy is to ensure that no applicant receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.  
  
We would like to use your data to ensure that this policy is fully and fairly implemented. We will use your data to compile statistics on the representation amongst our workforce.

Any responses you give will assist us in our commitment to equality, diversity and inclusion in the workplace. Your responses will be kept strictly confidential and will not be used in any decisions affecting you. Completion of this form is optional.

[Active Humber Equal Opportunities Monitoring Form](https://forms.office.com/e/0EHDgEHgF6)

1. **Declaration**

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to Active Humber being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and, when requested, a medical report (in line with the operation of the Equality Act 2010).

Completing this application form will indicate that you consent to the data you have provided being used for the purposes stated. You may withdraw your consent at any time by contacting hr@activehumber.co.uk.

Signed: Date:

You may use a separate sheet to include more information on any of the above questions if necessary.

Please return applications to: [hr@activehumber.co.uk](mailto:hr@activehumber.co.uk)