



APPLICATION FORM₀₇

All information supplied on this form will be treated as **STRICTLY CONFIDENTIAL**

POST APPLIED FOR:

1. Personal Details

SURNAME		FIRST NAME(S)	
Permanent Address and postcode:			
Address for correspondence (if different):			
National Insurance Number			
Telephone No(s)	Home:	Work:	
	Mobile:		
E-mail	Home:	Work:	
Are we able to contact you discreetly at work?		By Phone: Yes / No	By Email: Yes / No
Do you hold a current full car driving licence?		Yes / No	

Equal Opportunities

The Chatham Historic Dockyard Trust is an Equal Opportunities employer. We monitor our recruitment processes to ensure that all applicants are fairly assessed and that we meet our obligations under the various Acts of Parliament and related Codes of Practice concerned with race relations, sex and age discrimination and the employment of disabled persons.

2. Present / Most Recent Employment or Voluntary Work

Name & Address of employer/ organisation		Post title	
		Latest salary	
		Value of other benefits	
		Length of notice	
Date from		Date to:	
Summary of main duties			
Reason for leaving (if applicable)			

3. Previous Employment (starting with the most recent)

Name and address of employer	From	To	Job title, brief description of duties and reason for leaving

4. Knowledge, Skills and Experience Relevant To The Post

When completing this, the most important part of the application form, please use the job description and person specification to describe how your knowledge, skills and experience are relevant to the criteria listed by giving clear examples.

Knowledge skills and experience are not just gained through full time work - they can also be gained through voluntary work, college or school based projects, home life, clubs and hobbies etc

Continue on a separate sheet if necessary (clearly marked with your name and the job title for which you are applying)

5. Reasons for Applying for This Post

<p>Continue on a separate sheet if necessary (clearly marked with your name and the job title for which you are applying)</p>

6. References

Please give two referees who can comment on your suitability for this post. One of the referees should be your present / most recent employer. If you are in, or have just left, full time education please give details of your course tutor.

Referee A		Referee B	
Name Address		Name Address	
Job Title		Job Title	
Work relationship		Work relationship	
Email		Email	
Telephone		Telephone	

References will normally be taken up for shortlisted applicants. Please tick the appropriate box if this is not convenient

Reference a)

Reference b)

All job offers are subject to the receipt of two satisfactory references

7. Training, Qualifications And /Or Membership of Professional Bodies

Please give details of any information that is relevant to the post for which you are applying. List any qualifications, training courses and/or seminars from which you have gained knowledge appropriate to this post. Also use this space to include membership details of professional bodies.

	Relevant Dates

8. Further Information

a. Authorisation to work in the United Kingdom

Asylum and Immigration Act 1996

Under the Asylum and Immigration Act 1996 (amended May 2004) we are now obliged to see the following documents at the time of appointment: either a passport or identity card proving right of residence in the UK; or a document showing your National Insurance number (eg P45, P60 or NI card) AND a birth certificate or equivalent.

Please confirm that you will be able to provide this evidence on request?

Please circle **YES / NO**

b. Convictions / Cautions

Have you ever been convicted of, charged with, summoned or cautioned for any offence?

Please circle: **YES / NO**

Spent convictions against children / adolescents must be included.

If "yes", describe the offence and date of conviction

Failure to disclose convictions may render you liable for dismissal.

c. Medical History

How many days were you absent due to sickness in the past two years?

Please give details of absences of five days or more:

d. Driving Details

If the post requires you to drive, do you hold a current full driving license? **YES / NO**

If YES, what type of vehicle(s) are you permitted to drive?

If you have any current driving endorsements please give details:

e. Please state where our advertisement was first seen:

9. Declaration

I declare that the facts given in this application are to the best of my knowledge correct. I understand that any false information may result in my dismissal, if appointed.

Signed..... **Date**.....

Please return your application form by the specified closing date to:

Chatham Historic Dockyard Trust
The Historic Dockyard
Chatham
Kent
ME4 4TE

Data Protection

The information you supply on this application form will be used to assess your suitability for the post (or another relevant post). These details will only be disclosed to those persons involved in the selection process or personnel administration.

The Chatham Historic Dockyard Trust will retain the forms of unsuccessful applicants for 12 months – in accordance with current guidance.

Please be assured that The Chatham Historic Dockyard Trust will protect your information, and treat as confidential at all times.