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| Position applied for |  |
| Closing time & date |   |

**Rowheath Pavilion Limited**

 Application forms to be returned to applications@rowheathpavilion.co.uk

1. Personal details

|  |  |
| --- | --- |
| Surname |  |
| Forenames [in full] |  |
| Address |  |
| Post code |  |
| Country |  |
| Preferred phone no. |  |
| Email |  |

2. Education, professional qualifications and training

Where applicable, please include details of examinations taken or about to be taken for which results are not yet available.

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| Name/address of school/university/institution | Dates [from–to] | Course details | Qualifications achieved |
| Educational qualifications (please only include A levels or equivalent and above) |
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|  |  |  |  |
| Professional qualifications [including those from professional institutions] |
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| Continuing professional development [if relevant to the post and person specification] |
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3. Career history, including unpaid roles and any relevant positions of responsibility

**Most recent post** - Please give full details of responsibilities and achievements for your current/most recent role.

| Dates [from-to] | Position held  | Name and address of employer | Outline of role including responsibilities, achievements and reason for leaving |
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**Previous career history** - For all previous posts please only include a very brief outline of responsibilities and achievements. Please include any positions of responsibility whether voluntary, home-based or part-time work. Please account fully for any periods of time not spent in further education or employment.

| Dates [from-to] | Position held  | Name and address of employer | Outline of role including responsibilities, achievements and reason for leaving |
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4. Why does this job interest you?
[Please keep your answer brief, limiting your answer to fewer than 200 words]

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5. How do you meet the person specifications for this role? Please demonstrate with clear examples. [Please limit your answer to fewer than 500 words]

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6. Please add any other relevant information or comments

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7. Referees

Please give the name, address and telephone number of TWO referees. One referee must be your present or most recent employer. A referee must not be a member of your family and you should state the capacity in which they know you, e.g. as former direct line manager. Please note that we reserve the right to contact any former employer for a reference.

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| --- | --- | --- |
|  | Present/most recent employer | Second referee |
| Name:  |  |  |
| Address: |  |  |
| Phone number:  |  |  |
| Email:  |  |  |
| Capacity in which they know you:  |  |  |
| Between which dates? |  |  |
| May we contact them prior to interviews? | Yes 󠇯 󠄖 No [ ]   | Yes No [ ]  |

8. Practical details

Availability: if offered this post, when would you be able take up the post?

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 Please state this below dates you are unavailable for interview in the week following the closing date.

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**Applicants with disabilities**

Rowheath Pavilion Limited is committed to making every reasonable adjustment so as to accommodate people with disabilities. If you require any adjustments to accommodate you in the application or selection process, or you wish to discuss reasonable adjustment in the role itself, please contact catherine@rowheathpavilion.co.uk

Alternatively, you can give details here

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General information

Please give details of any criminal conviction that is not considered spent under the Rehabilitation of Offenders Act 1974.

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All applicants called for a final interview will be asked to produce evidence of their identity and qualifications.

**Where did you see this job advertised?**

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11. Declaration

Rowheath Pavilion Limited (RPL) will hold the information you supply securely and confidentially. Data will only be shared with the limited number of people involved in the recruitment and selection process. By signing below you agree the following:

I confirm the details contained on this application form are correct. I understand that including false information on this form could render me liable to subsequent summary dismissal. I understand that any offer made will be subject to receipt of two satisfactory references. I agree to RPLstoring and using the information supplied to it to administer the recruitment process. The information can be shared with the limited number of people involved in the recruitment and selection process.

Signature:

Date:

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If you are sending your application form by email, please tick the box to indicate that the information provided on this form is true󠇯󠄖 *[You will be asked to sign this form at a later date]*