**APPLICATION FOR EMPLOYMENT**

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| **Position Applied For:** | | |
| **Surname:** | **Forename(s):** | **Title:** |
| **Address:**      **Postcode: Telephone Number:**  **Email Address: Mobile Number:** | | |
| **Date of birth:** | **NI No:** | |
| **Are there any restrictions on you taking up employment in the UK?**  **If yes, please provide details:** | | |
| **Current Driving Licence? Yes/No Groups: Expiry Date:**  **Details of endorsements:** | | |

**EDUCATION HISTORY**

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| **Schools/Colleges/University Qualifications gained:** | |
| **Other Training:** | |

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| **EMPLOYMENT HISTORY - Please complete in full and use a separate sheet if necessary**  ***(Your present employer will not be contacted without your permission)*** | | | | | |
| **FROM - TO** | **NAME & ADDRESS OF EMPLOYER** | **JOB TITLE** | **DUTIES** | **RATE OF PAY** | **REASON FOR**  **LEAVING** |
|  |  |  |  |  |  |
| **Notice required in current post:** | | | | | |
| **What are your minimum salary expectations:** | | | | | |

**OTHER EMPLOYMENT**

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| Please note any other employment you would continue with if you were to be successful in obtaining this position. |

**CURRENT MEMBERSHIP OF PROFESSIONAL BODY**

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| Please note any professional bodies you are a member of or registered with: |

**SKILLS**

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| Please provide a description of how your skills could be useful to Off the Fence for this post (please include details of your practical skills, knowledge and experiences and your strengths/weaknesses in applying for this particular post). |
| Please give details of any experience in work with a mission or charity emphasis. |

**LEISURE**

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| Please note here your recreational activities, interests, hobbies, membership of organizations including positions of  responsibility outside work: |

**ADDITIONAL INFORMATION**

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| How did you hear about the vacancy? If through an advertisement please state where: |
| Why do you wish to join Off The Fence? |

**REFERENCES**

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| Please note here the **occupation**, **names**, **addresses** and **telephone** **numbers** of two persons who know you well and would be willing to provide references for you (**one reference must be from your pastor/minister**). Please provide details of the **capacity in which they know you**. | |
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**CRIMINAL RECORD**

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| Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. Employment is dependent upon obtaining a satisfactory enhanced disclosure Disclosure & Barring Certificate from the Disclosure & Barring Service/Disclosure Scotland. |

**DECLARATION (Please read this carefully before signing this application)**

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| 1. 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 contract offered. 2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves right the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act. 3. I agree that should I be successful in this application, I will apply to the Disclosure & Barring Service for an enhanced disclosure at the expense of Off The Fence. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.   Signed: Date: |

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| The EU **General Data Protection Regulation 2018** (GDPR) has replaced the Data Protection Act (1995) and came into force on 25th May 2018. GDPR makes it clear that all data is collected legally, stored securely and used responsibly and in view of these changes we have reviewed the personal data we hold. The data supplied on this application form will be kept in a secure location for 6 months following the application/interview. |

Once completed, please mark **Private & Confidential** and return this form to

[steve.brunton@offthefence.org.uk](mailto:steve.brunton@offthefence.org.uk)