

# Application for employment

## In confidence



Please read the guidance notes, job description and person specification carefully before completing this form. Short listing will be carried out solely on the basis of information provided on the application form.

**Please return your completed application and equal opportunities forms by the specified deadline to [recruitment@vso.org.uk](mailto:recruitment@vso.org.uk)**

### A. YOUR DETAILS:

Post applied for (Ref Number and job title):

Your full name:

Title (Mr/Mrs/Ms/Miss/Dr):

Contact telephone:

Email address:

Contact Address:

Post Code:

Country:

Country of residence (if different):

Languages spoken:


**Please give the name and contact details of two people VSO may approach for a reference.**

### Referee one - existing or most recent employer:

Referee's name:

Relationship to you (for example: line manager):

Job title:

Email address:

Contact telephone:

Address:

Ok to approach (yes/no/when):


### Referee two:

Referee's name:

Relationship to you (for example: line manager):

Job title:

Email address:

Contact telephone:

Address:

Ok to approach (yes/no/when):


### Details of most recent/relevant job/post:

Your job title:

Organisation:

Dates of employment:


Are you legally entitled to live and work in the location in which the job is based? (Yes/No):

If yes, on what basis? (National, current work visa, spouse etc):

Have you ever been involved in proceedings against you in either a civil or criminal court? (Yes/No):


If YES, please give details below and please include those offences which are not yet “spent” or have not expired (as per the Rehabilitation of Offenders Act 1974 for applicants within the UK):

Are you subject to any court actions pending? (Yes/No):

If yes, please provide details below:

Are you available on the scheduled interview date? (Yes/No):

If offered this appointment when would you be free to start? (Date):

Please state the number of working days you have been absent from work due to illness in the last two years, the number of episodes this represents and the reason for any absence.

## B. YOUR SUPPORTING STATEMENT

Please explain below how you meet the criteria, which is listed on the person specification section of the job description, ensuring that you give evidence and examples of how your skills, knowledge and experience meet the short-listing requirements. This should not take up more than two typed A4 pages.

Criteria (from the person specification):	Your response and evidence to support the criteria:

## C. YOUR DECLARATION

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE INFORMATION GIVEN ON THIS FORM IS CORRECT - THIS APPLIES TO APPLICATIONS SUBMITTED IN HARD COPY AND BY EMAIL.

Name:

Date:

## D. EQUAL OPPORTUNITIES FORM

Please complete the equal opportunities form and attach it as a separate document to your email along with this application form to [recruitment@vso.org.uk](mailto:recruitment@vso.org.uk). You can download the form from the website.

## E. YOUR WORK HISTORY

On no more than three typed A4 sheets, please paste your current curriculum vitae here:

**Paste your CV here.**