



APPLICATION FORM

Please read the Job Description before completing this form, then return your completed form to: info@bornoftheforest.co.uk Or a paper copy can be sent to Børn of the Forest, 33 Halstead Road, Harrogate HG2 8BP.

If you would like a version of the application pack in a larger print, or would like any other support with making an application please contact info@bornoftheforest.co.uk

Title of post applied for:	
Where did you hear about this job?	

1. PERSONAL DETAILS

Last name:		First name:	
Address:		Preferred first name:	
		Tel No (mobile):	
		E-Mail:	
		Nationality:	
If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit:			
Do you need a work permit to be employed in the UK?		Yes	No
If you already have a work permit, when does it expire? (Please note that your current work permit may not be valid for this post)			

2. YOUR REASONS FOR APPLYING FOR THIS JOB

Please state your reasons for applying for the role, and what you feel you could bring to Børn of the Forest.



3. PRESENT POST

Title of Post:			
Name of Employer:			
Employer's Address:	Business of Employer:		
	Start Date:		
	End Date:		
	Current Salary:		
Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable):			
Reason for leaving or wishing to leave:			
Current notice period:			
Please notify us of any dates you are not available for interview:			



4. ANY PREVIOUS EMPLOYMENT

Name of Employer:		Position held:	
Employer's Address:			
Start date:		End date:	
Reason for leaving:		Final salary:	
Description of duties:			

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Employer's Address:			
Start date:		End date:	
Reason for leaving:		Final salary:	
Description of duties:			

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Employer's Address:			
Start date:		End date:	
Reason for leaving:		Final salary:	
Description of duties:			

(Please use continuation sheet if necessary.)



5. RELEVANT SKILLS, ABILITIES, KNOWLEDGE AND/OR EXPERIENCE

This information is used in the shortlisting of candidates for interview. Using the Essential Skills and Desirable Skills contained in the Person Specification, please give details of how your skills and experience meet the requirements of this post, ensuring that you address each of the points listed as essential. This could include relevant information regarding work experience, voluntary work or hobbies. We are very interested to know what else you can bring to a role at Børn of the Forest. You may add one additional A4 sheet.



6. EDUCATION AND PROFESSIONAL QUALIFICATIONS

(Original documents as proof of qualification may be required at interview)

Secondary School / College / University	Dates		Examinationstaken	Result
	From	To		

Professional qualifications currently held: how obtained, grade and date:

Other relevant education or training courses, with dates:

7. DRIVING

Do you hold a current driving licence?	YES	NO
Do you have access to a car?	YES	NO



8. DISABILITIES

If selected for interview, do you have any access requirements?	YES	NO
If "yes", please provide any information that you feel would help us to accommodate your needs during your interview (e.g. wheelchair access, interpreter, lighting requirements, hearing loop, preferred room layout etc.)		

9. REHABILITATION OF OFFENDERS ACT 1974

Have you any convictions that are not spent under Rehabilitation of Offenders Act and are not minor motoring offences?	YES	NO
If yes, please provide further details: [spent convictions do not have to be declared]		
This role is subject to Enhanced Disclosure with the Disclosure and Barring Service (DBS). If the disclosure reveals something that is not to the employer's satisfaction, your employment will be terminated. If you know of any reason why you would not achieve a successful Enhanced Disclosure from the DBS please provide details on a separate sheet and attach to your application in a sealed envelope marked "CONFIDENTIAL".		

10. REFERENCES

Please provide two references, one should be from your current or most recent employer and one from a previous line manager or member of academic staff. If you do not have sufficient work experience a reference from someone who knows you in a formal capacity will be acceptable. We are unable to accept references from friends or family.

Title (Mr, Mrs, Ms etc.)		Title (Mr, Mrs, Ms etc.)	
Full name		Full name	
Job title		Job title	
Organisation		Organisation	
Address		Address	
Tel no		Tel no	
Email		Email	
Are you happy for us to contact this person prior to interview?		Are you happy for us to contact this person prior to interview?	



11. DECLARATION

Are you a relative, partner or close personal friend of any employee of Børn of the Forest? If yes, please give details of the name of the person and the relationship:

No

Yes – Please give details

I declare that the information given in this application form is true and complete. I understand that if I have knowingly given any misleading information on this form or made any omissions, this will be sufficient grounds to disqualify me from the application process, and if discovered after employment has started, may lead to dismissal.

Signature:

Name:

|

Date:

|

The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 2018 and will be processed solely in connection with recruitment and employment.

Thank you for your interest in Børn of the Forest, please return your completed application form to info@bornoftheforest.co.uk.