

**APPLICATION FORM**

***Please type or use black ink.***

**Post applied for:**

**Surname: Forename(s):**

**Address:**

 **Post Code:**

**Contact Numbers:**

**Home: Work: Mobile:**

**Email:**

**EMPLOYMENT HISTORY:**

**Current or most recent post:**

**Job Title:**

**Employer:**

**Address:**

**Period of employment:**

**Reason for leaving:**

**Final Salary: Notice Period:**

**Please describe your current or most recent work:**

**Other Previous Employment:**

**List your previous Employer(s) name, address, your job title, responsibilities & dates of employment**

**EDUCATION & TRAINING:**

**Courses followed (full-time, part-time or correspondence courses) Examinations passed and grades obtained and any training relevant to the post.**

**SCHOOL, COLLEGE etc COURSE & QUALIFICATION YEAR**

**Any other experience relevant to the role including Voluntary Work, Committee Work, etc:**

**Any relevant professional qualifications or membership of bodies:**

**Please write a statement in support of your application. You should address the job description and person specification carefully, showing how you meet the criteria required for this job. You may use up to two additional sheets, if necessary.**

**REFEREES:**

**Please give the names and addresses of two referees, who should not be related to you (one must be your current or most recent employer)**

**Name:**

**Address:**

**Capacity in which you know them:**

**Contact Tel: Mobile:**

**Name:**

**Address:**

**Capacity in which you know them:**

**Contact Tel: Mobile:**

**Note: If you DO NOT wish us to contact your referees at this stage please tick the box below:**

**If you were offered the post, when could you take up the appointment?**

**Date:**

**OTHER INFORMATION**

1. **Please state if you have any unspent criminal convictions: YES / NO**

 **(If YES we will only require details if you are short listed for the post)**

1. **If you require permission to work in the UK please state if you have been granted or applied for the required permits: YES / NO**

**(If NO, and you are short listed for this post we will seek, wherever possible, to assist the applicant in obtaining the appropriate permits)**

**I CONFIRM TO THE BEST OF MY KNOWLEDGE THE INFORMATION GIVEN ON THIS FORM IS TRUE AND CORRECT AND CAN BE TREATED AS PART OF ANY SUBSEQUENT CONTRACT OF EMPLOYMENT.**

**Signature:**

**Date:**

**Note: This form may be signed electronically however an original signed copy will be required at interview.**

**Please send completed Application and Equal Opportunities monitoring forms to:**

Terri Bullivant, Visitor Experience Manager,Barnsley Civic, Hanson Street Barnsley S70 2HZ or by email to terribullivant@barnsleycivic.co.uk