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| **Vacancy Title:** |  |
| **Please tell us how you heard about this vacancy:** |  |

*Note: Guidance on completing this form can be found at the end of the document*

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| **Personal Details** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Last Name:** |  | **First Name:** |  |

|  |  |
| --- | --- |
| **Address:** |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Postcode:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Home Telephone No.** |  | **Mobile Telephone No.** |  |

|  |  |
| --- | --- |
| **E-mail address:** |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **National Insurance No.** |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **Driving Licence** |  |  |  |  |
| Do you hold a full, clean driving licence valid in the UK? | Yes |  | No |  |

|  |
| --- |
| **Education/Qualifications** |

|  |  |  |  |
| --- | --- | --- | --- |
| **School (11+)** | **Study Dates** | **Qualification**  **and Grade** | **Date Obtained** |
|  |  |  |  |
| **College/University** | **Study Dates** | **Qualification**  **and Grade** | **Date Obtained** |
|  |  |  |  |
| **Ongoing Professional Development** | **Study Dates** | **Qualification**  **and Grade** | **Date Obtained** |
|  |  |  |  |

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| **Training and Development** |
| Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application. |

|  |  |
| --- | --- |
| **Training Course** | **Course Details**  **(including length of course/nature of training)** |
|  |  |

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| **Current Membership of any Professional Body/Organisation** |
|  |
| **Employment History** |
| **Previous Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. Please attach and label any additional sheets used, ensuring that any gaps in employment are explained |

**Current or most recent employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |  |
| --- | --- | --- |
| Address: |  | |
| Postcode: |  |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Leaving Date: |  |
| Reason for Leaving: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on leaving this post: | £ | Current Notice Period |  |

|  |  |
| --- | --- |
| **Brief description of duties:** | |
|  | |

**Previous employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |  |
| --- | --- | --- |
| Address: |  | |
|  | Postcode: |  |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Leaving Date: |  |
| Reason for leaving: |  | | |

|  |  |
| --- | --- |
| **Brief description of duties:** | |
|  | |

**Previous employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |  |
| --- | --- | --- |
| Address: |  | |
|  | Postcode: |  |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Leaving Date: |  |
| Reason for Leaving |  | | |

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| --- | --- |
| **Brief description of duties:** | |
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| **Why you feel you are suitable for this position** |
| **Skills, abilities and experience**  Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used. See guidance sheet for further information. |
|  |
| Continue on a separate sheet if necessary |

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| **Convictions/ Disqualifications** |

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| To ensure the safety of our clients/members a DBS check must be completed for certain positions. We will notify you of this at interview stage. A criminal record will not necessarily be a bar to obtaining a position at Rayner. If a check is returned and reveals any information, this will be discussed with the applicant. The Chief Executive Officer will make a decision as to whether the offer of employment should be withdrawn. |
| Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986We would draw your attention to the following statement: “Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act, 1974, by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act”.  **Please provide details below if you have been convicted of a criminal offence or been the subject of a conditional discharge or probation order.** (Past criminal proceedings are not necessarily an obstacle to taking up a post. This occurs only where the offence/s is/are deemed relevant. Any details will be discussed with you should you be the successful candidate based on your supporting statement, interview and tests). |
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| **Right to work in the UK** |

Right to Work in the UK (Asylum & Immigration Act 1996). You will need to produce original documents to prove your eligibility at the interview/assessment stage. Please don’t forget to bring them with you otherwise we won’t be able to take your application any further.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you subject to any conditions relating to your employment in this country? If "yes" detail below: | Yes |  | No |  |
|  | | | | |

|  |
| --- |
| **References** |

Please give the detail of **two** references – see guidance sheet for further information.

|  |  |
| --- | --- |
| Name of Referee and relationship to you: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Address: |  | | | | |
|  | Postcode: | | |  | |
|  | Email |  | Contact Telephone Number | |  |

|  |  |
| --- | --- |
| Name of Referee and relationship to you: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Address: |  | | | | | | | |
|  | Postcode: | | | |  | | | |
|  | Email |  | Contact Telephone Number | | |  | | |
| Do you know anyone who works at Rayner? If "yes" detail below: | | | | Yes | |  | No |  | |
|  | | | | | | | | | |

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| **Declaration** | | | |
| Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered. I agree that Rayner can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998. **I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.**  Rayner will keep applications on file for 6 months. | | | |
| Signed: |  | **Date:** |  |
| Print: |  |  |  |

**Guidance Sheet**

Please read through the following guidelines that will help you complete the application form.

* Complete all sections of the form
* When entering dates, please ensure that they are entered as MM/YYYY only
* Make sure the form is tidy and try to avoid mistakes by writing out a version first to make sure you are happy with the information you are providing. Always read through your final version before sending.

To complete your application:

* Please type clearly.
* Ensure you clearly state the job title you are applying for.
* In the ‘Employment History’ section you must state why you have left the position.
* Always explain any gaps in work history.
* Proof of qualifications and membership to professional bodies may be required.

**References**

Ensure at least one referee is from your current or most recent employer, if you have no employer references, we will take up references with named individuals at colleges where you have studied, or people who know you in a professional capacity. Please do not put down family members or people you live with as referees.

We will take up professional references once you have been **provisionally** offered the post. Please make sure that you have given the full contact details of your referees so that this does not delay you starting the new position.

You will only be confirmed in the post once we are satisfied with the information received from your referees.

**Supporting Statement**

The 'Why you feel you are suitable for this position' part of the form is called your *supporting statement*. It is the most important part of the application form.

You should consider the following:

* Applications can only be assessed on the information you provide. You need to clearly demonstrate your capabilities.
* You need to explain how you meet each of the points in the candidate profile and key activities on the job description and provide examples from your previous experience.
* Often the strongest applications are those that link the three elements highlighted above and are presented in a clear format (e.g. numbered points that correspond to person specification).
* We expect your supporting statement to be a minimum of ¾ of a side of A4 and a maximum of 2 sides.
* Use concise, unambiguous sentences and avoid exaggerations.
* Honesty is always the best policy; please do not make false claims.
* If you are making a career change, stress what skills are transferable to the role you are applying for.
* Ensure you return your application in good time before the closing date - aim for the day before the deadline.
* Use concise, unambiguous sentences and avoid exaggerations.

Finally, good luck with your application and thank you for your interest in Rayner.