## VERITAU LOGO AND STRAP.jpg

## JOB APPLICATION FORM

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| Post Applied For: |  | Closing Date: |
|  |  |  |
| **Please complete electronically, do not include a CV.** |  | Reference Number:  (office use only) |

**This application form has been designed to exclude information that might lead to discrimination. Please refer to the guidance notes when completing your application.**

## PERSONAL DETAILS

|  |  |
| --- | --- |
| **Surname:** | **First Name:** |
| **Address:** | **Preferred contact number:**  **Alternative contact number:**  **E-mail address:** |
| **Postcode:** |

## GENERAL

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| Where did you first see the vacancy advertised? (please specify website, or other source if applicable): |

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| **Please ask us if you would like this application form in another format such as large print or audio.** |

**EDUCATION & QUALIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secondary & Further Education | | | | |
| **School/College** | **Subject** | **Qualification** | **Grade** | **Month / Year obtained** |
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| **Higher Education/Vocational/Professional Qualifications held or currently being studied**: | | | | |
| **College/**  **University/Other** | **Subject** | **Qualification/ Level** | **Grade** | **Month / Year obtained** |
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| Membership of Professional Bodies | | | | |
| **Institute** | **Grade of membership & membership number** | **Enrolment date** | **Exam date** | **Membership renewal date** |
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## EMPLOYMENT

|  |  |
| --- | --- |
| Current or Most Recent Employment | |
| Name of Employer: | |
| Address: | Post held & summary of duties: |
| Date of appointment: | Annual Salary (£): |
| Notice required: |
| Date left:  (if applicable) | Reason for leaving: |

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| **Previous Employment (most recent first)** | | | | |
| List **all** your previous jobs including previous jobs with your current employer. You should also identify and account for any gaps in employment. | | | | |
| **From**  **(mth/yr)** | **To**  **(mth/yr)** | **Employer & position held / description of role** | **Annual salary**  **(£)** | **Reason for leaving & explanation of any gaps** |
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## SUPPORTING INFORMATION

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| Please ensure that you read the job description and person specification carefully, then explain how your knowledge, skills and experience relate to the post for which you are applying. You may make reference to paid employment, domestic responsibilities, voluntary or community work, and spare time activities and training. Also explain why you are applying for this post.    Please state what qualities you are able to bring to the post highlighting:   * specific skills * knowledge * abilities   Please also state other relevant factors in support of your application including any significant achievements. Continue on one additional page if necessary (no more than one). |
|  |

## REFERENCES

Applicants are advised that references should be from “suitable” referees, that is, your current or most recent employer. One referee MUST be from your current or most recent employer OR if in school/college or just completed education, one referee must be from the school/college.

Where we consider that additional references are required, we reserve the right to request details of alternative referee(s) from the candidate. **References** **may be taken up prior to interview** unless candidates specifically request that we do not do so.

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| --- | --- | --- | --- |
| Referee 1 | | **Referee 2** | |
| Name: | | Name: | |
| Address: | | Address: | |
| Tel No: | | Tel No: | |
| Email: | | Email: | |
| Occupation & relationship to you: |  | Occupation & relationship to you: |  |
| Do you give permission for referees to be contacted prior to an offer of employment being made?  **Yes/No** (delete as appropriate) | | Do you give permission for referees to be contacted prior to an offer of employment being made?  **Yes/No** (delete as appropriate) | |

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| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? (**Yes/No**):  If yes, please provide details: |

## DECLARATIONS AND CONSENTS

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| Are you related to any employee or Director of Veritau? | **Yes/No** (delete as appropriate) |
| If so, please give name(s) & relationship |  |

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| Have you ever been convicted of a criminal offence? | **Yes/No** (delete as appropriate) |
| If yes, what was the nature of the offence: | |
| Date of conviction: | |
| **Criminal records are only taken into account when the conviction is relevant. Do not disclose convictions which are spent under the Rehabilitation of Offenders Act 1974.**  Please note that enhanced DBS checks will be required for some posts. | |

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| Has any previous employer expressed concerns and / or taken any action, whether informal / formal (including suspension from duty) on the following? Include any investigations or actions taken by your professional body.   * Capability / Performance * Disciplinary | **Yes/No** (delete as appropriate) |
| If yes to any of the above please provide details, on a separate sheet including dates and action taken - also include any pending investigations or action. | |

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| By submitting this form you consent to Veritau recording and processing the information detailed in this application. Veritau will comply with its obligations under the Data Protection Act 2018. [**Please follow this link for our Recruitment Applicants’ Privacy Notice.**](https://veritau.co.uk/sites/default/files/veritau_recruitment_applicants_privacy_notice_.pdf) |

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| I understand that Veritau will request to see proof of qualifications and membership of any professional bodies at the time of interview. I also understand that the company may undertake further background checks to verify the information that I have provided on this application form.  I understand that canvassing any officers of Veritau in connection with this appointment will disqualify me.  I confirm that I have completed this application form myself and that all of the information provided is true and accurate.  **Signature: (to sign at interview if selected)**    **Date:** |

|  |  |
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| Are there any dates when you would not be available for interview in the near future? |  |

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| Information supplied on this form will be used to monitor the effectiveness of our practices and procedures, in particular our Equal Opportunities Policy. The monitoring is for statistical purposes only, and your personal details will not be identifiable from this process. Veritau will not retain application forms after six months from the date of appointment to the post. These will be destroyed confidentially. |

**Please email completed application forms to** [**recruitment@veritau.co.uk**](mailto:recruitment@veritau.co.uk)**.**

**Contact us if you are unable to submit an electronic copy of this form.**

**If you have had no response within 21 days of the closing date, you are asked to assume that you have been unsuccessful.**

**Thank you for the interest you have shown in working for Veritau.**

**For further and future vacancies please see our website: veritau.co.uk.**



**EQUAL OPPORTUNITIES MONITORING FORM**

Veritau is committed to equality in employment. Veritau’s aim is to ensure equality for all existing and prospective employees. In order to assist Veritau with this aim please provide the information requested below.

The information will not form part of your application, but will be separated from your application form upon receipt. The information provided will be used for statistical and monitoring purposes and to help us to develop our policies and practice. The information will be treated confidentially and be subject to the provisions under the current Equality Legislation and Data Protection Act.

Thank you for your assistance.

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| QUESTION | ANSWER |
| 1. **Gender (please specify):** |  |
| 1. **Do you consider yourself to have a disability? (Yes or No):** |  |
| 1. **Where did you first see the vacancy advertised?**   **(Please specify website, or other source if applicable):** |  |
| 1. **Indicate your ethnic group from the choices below (A to E):** |  |

**Please choose one section from (a) to (e). Please note that the categories below are taken from the 2011 Census. The company is required to use this format for its monitoring exercises.**

|  |  |
| --- | --- |
| **a) White** | **b) Mixed / Multiple ethnic group** |
| English, Welsh, Scottish, Northern  Irish, British Irish,  Gypsy or Irish Traveller | White and Black Caribbean  White and Black African  White and Asian |
|  |  |
| **c) Asian / Asian British** | **d) Black/ African / Caribbean / Black British** |
| Indian  Pakistani  Bangladeshi  Chinese | African  Caribbean |
|  |  |
| **e) Other ethnic group** |  |
| Arab |  |

APPLYING FOR A JOB WITH VERITAU

GUIDANCE NOTES

Your application form plays an important part in your selection. Your completed form is the only basis for considering your initial suitability for the post. Please ensure you address all the essential requirements listed in the job specification. The following advice should help you to complete the application form as effectively as possible.

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| SOME POINTS TO BEAR IN MIND BEFORE YOU START |
| * You must complete the application form yourself, or ensure that any information included on the form on your behalf is true and accurate. * Look carefully at the job description and application form. Ask yourself why you are interested in the job. * Avoid copying the same application form for a series of jobs. * If there is anything on the form that you do not understand or you need help to complete the form, then please contact us. * Please use the application form provided, continuing on a separate sheet if necessary. Applications will not be considered unless the application form has been completed. * Please do not send standard details of your own i.e. in the form of a curriculum vitae. * We welcome applications from individuals interested in flexible working e.g. job share, term-time only, part-time etc. * Health Screening. Any offer of employment with Veritau is subject to the satisfactory completion of pre-employment health screening**.** |

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| **Please note** that we can only consider applications from E.U. citizens and those holding valid UK visas. |

Equal Opportunity Monitoring

Veritau is an equal opportunity employer committed to the elimination of discrimination throughout its employment practices. In order to ensure the assessment of applicants is based only on qualifications, experience, skills, abilities, knowledge and relevant personal factors, we have split the application form into Part 1 and Part 2. Information that could lead to bias or discrimination is included in Part 1 of the application form. Part 1 will be removed during the shortlisting stage of recruitment. Shortlisting will be based on Part 2 of the form only.

Equal Opportunity Monitoring Form

Veritau is committed to a policy of Equal Opportunities in order to ensure that all applicants for employment are treated fairly. All information is treated in confidence and only used for statistical monitoring and is not shared with the panel. Selection criteria procedures will be reviewed frequently to ensure that individuals are selected and treated on the basis of their merits and abilities.

Disability

We recognise our responsibility to remove possible barriers from our selection and recruitment process. We have tried to do this, but if you have a disability and identify any issues in the process then please tell us. We are committed to making reasonable adjustments for you to do the job wherever possible and need to know your needs in order to do so.

Information in Support of your Application

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed. Applicants should demonstrate they meet all the essential criteria in their application form and at the interview. Rather than simply repeat your career history, look at the skills and experience required by the job and provide evidence that you possess them, preferably by giving specific examples.

When completing these sections, it is important to include part-time work undertaken on a voluntary basis, particularly if you have not been employed on a full-time basis before. Do not forget that the skills and experience you have gained outside full-time work. If you have been out of paid employment for a long time or have never been employed, your job history may be less important than some of the responsibilities and experience you have had more recently. For example, you may have considerable domestic responsibilities or may organise social or community activities in your spare time or be active in a trade union. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.