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AI-generated content may be incorrect.**

**RECRUITMENT APPLICATION FORM**

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| **Role Applied For** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| First Name: |  | | | Last Name: | |  | | | |
| Home address:  (including Postcode) | | |  | | | | | | |
| Telephone number: | |  | | | Mobile number: | | |  | |
| Email: | | |  | | | | | | |
| Do you have a UK driving licence and access to a vehicle for business purposes? | | | | | | | **YES** | | **NO** |
| Is there anything we need to know that will help you at the informal interview, such as communication support or other adjustments? | | | | | | | | | |

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| **Education History** |

Please tell us about your qualifications and education

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| Date | Course / Subject of study | Grade / Level of Award | Place of Study |
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| **Work Related Development/Training** |

Please tell us about any training you have undertaken that is relevant to the role

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| Date (year) | Organising body | Title and Purpose |
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| **Present or Most Recent Employment** | | | |
| Employer: |  | | |
| Job title: |  | | |
| Date of commencement: |  | Date of leaving: |  |
| Current or most recent salary: |  | Period of notice: |  |
| Reason for leaving: | | | |
| Give details of post including duties, responsibilities and achievements: | | | |

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| --- | --- | --- | --- | --- |
| Last 10 years Employment History  (begin with the most recent first and include periods of volunteering and unemployment; please use continuation pages if required) | | | | |
| Date From | Date  To | Employer’s name and address including postcode | Role Title and details of post including duties, responsibilities and achievements | Reason for Leaving |
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| **Supporting Statement - Relevant Skills, Experience and Achievements** |
| Please state why you are applying for this position, and document how you meet the specific requirements of the job description and person specification, including the skills, experience and achievements you bring to this post. 1000 word limit |

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| **References** |

Two references will be sought for successful applicants. References should be from your two most

recent employers. We will not contact referees until after the interview.

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| **First referee details** | |
| Referee’s Name: |  |
| Job Title: |  |
| Contact Details (preferably email address) |  |
| In what capacity does this referee know you? |  |

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| --- | --- |
| **Second** **referee details** | |
| Referee’s Name: |  |
| Job Title: |  |
| Contact Details (preferably email address) |  |
| In what capacity does this referee know you? |  |

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| **Declaration** |

The information I have declared in this application form and any attachments is true and correct.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

***Completed application to be submitted by email to:*** [***christine@otbds.org***](mailto:christine@otbds.org)

***by noon Wednesday 23rd April 2025***