

Your guide to completing the form

Before you begin:

Read the advertisement and any additional supporting information provided, including:

- The job description, which lists the tasks you will be expected to carry out and described how the job fits in with other employees.
- The person specification, which details the experience, skills and abilities needed for the role. It is vital that your application demonstrates how you met these requirements.

In order to improve your chances of being selected, use the specific examples from your experience and relate them to the person specification, job description and any other information provided. It is in your interest to complete the form in such a way as to maximise your chances of being selected.

Supporting Statement:

Please complete this in the section 'Reasons for applying'. Remember to relate your skills, knowledge and experience to the job description and person specification when completing this section.

Important Notes:

1. If completing the form by hand please use black ink and ensure that it is legible.
2. Ensure you mark each sheet with your full name.
3. Ensure that you have read and understood the declaration on page, and that you have signed and dated your completed application form before returning it to

**Lisa Pinkney
Gainsborough Adventure Playground Ltd
Riseholme Road
Gainsborough
Lincs
DN21 1NL**

ALL INFORMATION WILL BE TREATED IN THE STRICTEST CONFIDENCE

| | |
|--|-------------------|
| Position Applied for: | Reference Number: |
| How did you hear of this post? | |
| Have you applied to us before? Yes: <input type="checkbox"/> No: <input type="checkbox"/> If so which position and when? | |

| | |
|-------------------------|--|
| Personal details | |
| Title: | Mr: <input type="checkbox"/> Ms: <input type="checkbox"/> Miss: <input type="checkbox"/> Mrs: <input type="checkbox"/> Other (please specify): |
| Forenames: | |
| Surname: | |
| Address: | |
| Postcode: | |
| Phone numbers: Home: | Mobile: |
| Email: | NI Number: |

References

Please give two references one of which must be your present or most recent employer. References will not be accepted from relatives or from people writing solely in the capacity of a friend. If you are working then one must be your current employer. However, if you are a student then teachers or lecturers will be sufficient. Please remember that the references you give should be able to comment on your ability to perform the job for which you are applying. If details of two full references are not provided, this may affect the proceeding of your application.

| | |
|---|---------------|
| Name: | Name: |
| Position: | Position: |
| Organisation: | Organisation: |
| Address: | Address: |
| Telephone: | Telephone: |
| Email: | Email: |
| May we approach the above references prior to interview: Yes: <input type="checkbox"/> No: <input type="checkbox"/> | |

Education & Training

Please use the blank page at the end to continue if necessary.
Please give details of relevant education and qualifications you have achieved.

| Dates (DD/MM/YY) | | Education level, subjects, courses etc | Grade achieved |
|------------------|----|--|----------------|
| From | To | | |
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Training and Development

Please use the blank page at the end to continue if necessary.
Details of training relevant to the job for which you are applying, include on-the-job training and formal training.

| Title/description of training | Length | Dates |
|-------------------------------|--------|-------|
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Employment History

Please use page to continue if necessary
Present (or most recent) employment first

| Dates (DD/MM/YY) | | Name and address of employer | Roles and responsibilities | Reason for Leaving |
|------------------|----|------------------------------|----------------------------|--------------------|
| From | To | | | |
| | | | | |
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Asylum and Immigration Act (All fields must be completed)

Before you commence working, you must provide evidence to demonstrate your right to work in the United Kingdom. If you are appointed to a post you will receive further guidance.

Are you eligible to work in the UK? Yes: No:

Is this subject to a Work Permit or Visa? Yes: No:

Convictions (All applicants MUST answer all questions in this section)

Because of the nature of the work for which you are applying this post is exempt from the provision of section 4 (2) of the Rehabilitation of Offenders Act 1974 in accordance with the Rehabilitation of Offenders Act 1974 (Exceptional) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) order 1986. Applicants are therefore not entitled to withhold information about convictions, cautions or bind-over orders which for any other purposes are "spent" under the provisions of the Act, and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be completely confidential. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence.

Please answer the following questions:

Have you been convicted of a criminal offence in the past? Yes: No:

If yes, please attach details, including dates and reference numbers:

Anyone barred from working with children according to the list held by the Disclosure and Barring Service is committing an offence if they apply for this post.

Have you previously used or do you currently use any other forename(s), surname(s) or aliases (including maiden names)? Yes: No:

If yes, please state name(s) and dates used:

Data Protection

1. We are aware of our obligations under data protection legislation, including the obligation to collect only the data that is required for our specific purpose. The information collected in this application form is specific to our recruitment exercise and necessary for the performance of the role that you have applied for. If you are recruited for the role you have applied for, or any other role you are offered by us, the information provided will then be used for the purposes of your employment with us, together with further information collected upon recruitment for those purposes.

2. We will treat all personal information about you with utmost integrity and confidentiality. Our data protection policy sets out our approach to ensuring that your data is processed in line with the data protection principles within current data protection legislation.

3. Our privacy notice for job applicants gives you information on, amongst other things, the data we will hold about you during the recruitment exercise and what we use it for. A copy of the privacy notice is attached to this application form.

Reason for applying

Please use the blank page at the end to continue if necessary.

Please use the space below to demonstrate how you meet the requirements of the person specification, giving examples where appropriate. Also include further information about yourself that you feel is relevant.

Please ensure you read the attached guidance notes before completing this section

Declaration (to be signed by all applicants)

1. I confirm that the information provided in this application is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination.

3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure & Barring Service/Disclosure Scotland for a Disclosure & Barring Certificate. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed:

Date:

Print name:

Continuation Sheet

If you need additional space to answer any of the questions, please use the space below. If you need to use additional continuation sheets please remember to write the page number at the top of each sheet.

Monitoring Equal Opportunities Form

We are an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Our recruitment selection criteria and procedures (including the areas or media sources which are used in the recruitment process) are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities and that no applicant or employee is disadvantaged by provisions, criteria or practices which cannot be shown to be justified. To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information:

Personal and post details

Post applied for:

Sex: Male: Female:
Prefer not to say:

Disability (please tick)

Under the Disability Discrimination Act 2005 the definition includes anyone with a "physical or mental impairment which has a substantial, long term adverse effect on their ability to carry out normal day to day activities". This can include cancer or other such long-term illness.

Under this new definition do you consider yourself to have a disability?

Yes: No:

If yes, which of the following best describes your disability:

Speech: Visual: Hearing: Co-ordination, dexterity or mobility: Mental Health:
Other physical or mental conditions: Learning Difficulties: Do not wish to disclose:
Other please specify:

Race/Ethnic Origin (please tick) Please note this section is primarily about ethnic/racial origin and not nationality or citizenship

White:

English: Scottish: Welsh: Irish:

Mixed:

White/Black Caribbean: White/Black African: White/Asian:

Asian, Asian British, Asian Scottish, Asian English or Asian Welsh

Indian:
Pakistani:
Bangladeshi:

Black, Black British, Black English, Black Scottish or Black Welsh

African:
Caribbean:

Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh

Chinese:

Any other ethnicity (please specify):

Prefer not to say:

Signature:

Date:

Print Name: