**Job Application Form - Bedford House Community Association (BHCA)**

**ALL SECTIONS OF THIS APPLICATION FORM MUST BE COMPLETED IN ORDER TO PROGRESS YOUR APPLICATION**

|  |  |
| --- | --- |
| **Post Applied for:** |  |

**SECTION 1 - PERSONAL DETAILS:**

|  |  |  |
| --- | --- | --- |
| Title: | First Name: | Surname: |
| Current address: | | Home Landline Tel: |
| Mobile: |
| Personal Email address: |

**SECTION 2a - PRESENT / MOST RECENT EMPLOYMENT: (please use additional sheet if necessary)**

|  |  |
| --- | --- |
| Name & address of current employer: | Position held: |
| Date Employment Commenced: |
| Date Employment Ended: |
| Salary:  Other allowances: |
| Notice required: |
| Please give a brief description of your current duties & responsibilities: | |
| Reasons for leaving / wishing to leave: | |

**SECTION 2b - PREVIOUS EMPLOYMENT: (please continue on a separate sheet if necessary)**

Please provide a full history of your employment, education and training **in reverse chronological order** since leaving secondary education. **You must include start and end dates and reasons for leaving employment and explanations for periods not in employment, education or training.**

**Please continue on a separate sheet if necessary and ensure any employment gaps are accounted for.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of employer & Nature of business** | **Position held** | **From:**  **To:** | **Main Duties** | **Reason for Leaving** |
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**SECTION 3a - EDUCATION & QUALIFICATIONS:**

Please provide details of secondary & tertiary qualifications, including class of degree, university & year awarded

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Qualification** | **Place of Study** | **Date of commencement** | **Date of Completion** | **Result** | **Subject Area** |
|  |  |  |  |  |  |

**SECTION 3b - TRAINING UNDERTAKEN: (please list courses that are relevant to this position)**

|  |  |  |
| --- | --- | --- |
| **Training Course** | **Organising body** | **Dates** |
|  |  |  |

**Section 3c - MEMBERSHIP OF PROFESSIONAL BODIES: (if relevant to the role)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of organisation/institution** | **Level of membership** | **Membership number** | **Expiry Date** |
|  |  |  |  |

**SECTION 3d – COMPUTER/SOFTWARE EXPERIENCE: (please provide details of computer software packages and platforms you are competent in i.e. Word, Excel, Powerpoint; Social Media related such as Facebook, Instagram, Mailchimp; Website administration such as SquareSpace).**

|  |  |
| --- | --- |
| **Computer/Software package** | **Level of competence (i.e. basic, intermediate, advanced)** |
|  |  |

**SECTION 3f - HOBBIES / INTERESTS / MEMBERSHIP OF ORGANISATIONS ETC:**

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|  |

**SECTION 3g - ADDITIONAL INFORMATION:**

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|  |

**SECTION 4 – PERSONAL STATEMENT:**

**(Please outline briefly the reasons why you feel that you are the right person for this post. Please provide no more than one A4 page of text.)**

**SECTION 5a – EXISTING STAFF and TRUSTEES**

|  |  |
| --- | --- |
| Please declare any family or close relationship to existing staff (including Trustees, see current list of trustees and staff in the annual programme brochure or online).  If ‘yes’ who? | Yes / No |

**SECTION 5b – RIGHT TO WORK IN THE UK**

|  |
| --- |
| **Do you require a permit to work in the UK?** Yes / No  **If Yes, do you have a current permit to work?** Yes / No |

**SECTION 6 - REFERENCES:**

**Please complete the section below giving two referees.**

|  |  |
| --- | --- |
| Please give the names and addresses of 2 people, at least one for whom you have worked and from whom we may obtain references, one of these should be your current / most recent employer.  **Please note that references will not be accepted from relatives or from referees writing solely in the capacity of friends**. | |
| Name:  Address:  Telephone Number:  E-mail Address:  Occupation / Position in Organisation:  Relationship of referee to you: | Name:  Address:  Telephone Number:  E-mail Address:  Occupation / Position in Organisation:  Relationship of referee to you: |

|  |
| --- |
| ***Please tick the following statement to acknowledge your acceptance of this entitlement.***   * I understand and accept that BHCA is entitled to approach any previous employer and request references. |

**SECTION 8 - DECLARATIONS & SIGNATURE:**

|  |
| --- |
| Information from this application may be processed for purposes registered by BHCA under the Data Protection Act 1998. Individuals have, on written request, the right of access to personal data held about them.   * I hereby give my consent to BHCA processing the data supplied in this application form for the purpose of recruitment and selection. * I declare that the information given in this application is to the best of my knowledge complete, true and correct and that there are no material mis-statements or omissions. I declare that I am in possession of the certificates that I claim to hold.   Signed: ……………………………………………………….. Date: ………………………………….  **Note: Providing false information is an offence and could result in the application being rejected, or summary dismissal if appointed and possible referral to the police.** |

**PLEASE RETURN THE COMPLETED APPLICATION FORM TO:**

**The CEO on** [**CEO@bedfordhouse.org.uk**](mailto:CEO@bedfordhouse.org.uk)

You may attach a CV to the application form but CVs on their own will not be considered.

PLEASE NOTE: Feel free to contact the CEO to enquire if we have received your application. If you have not heard from Bedford House after 1 month from the day you emailed the application, then you have not been shortlisted for interview for the post for which you have applied. Due to the expected volume of applications only shortlisted candidates will be contacted. Thank you for your interest in Bedford House Community Association.