**Application Form Sheet 1 of 4:**

**Previous employment (including any self-employment)**

Please begin with your present and most recent job role and continue onto an additional sheet if necessary. Please only list jobs within the past 5 years.

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates from and to** | **Name and address of employer** | **Position held and summary of duties** | **Salary** |
|  |  |  |  |

**Application Form Sheet 2 of 4:**

**Personal Statement in Support of Application**

Please provide a personal statement detailing why you are applying for this post and the skills, experience and personal qualities that make you a suitable candidate.

Please give clear, specific examples and use the Job Personal Specification as a guide.

You may also use this sheet to add any supporting information which you feel we should be aware of which is not detailed elsewhere. Please use additional sheets if required.

**Application Form Sheet 3 of 4:**

**Education History, Training and Qualifications**

Most recent first.

|  |  |  |
| --- | --- | --- |
| **Dates from and to** | **Establishment** | **Qualification and result** |
|  |  |  |

**Please list any other training below:**

|  |
| --- |
|  |

**Application Form Sheet 4 of 4:**

**Names and addresses of personal referees**

Please provide contact details for your referees, one of which should be your present/most recent employer.

**1) May we contact your referees prior to interview?**

**2) When would you be available to start?**

**3) How many days sickness have you in last 2 years?**

Please complete the attached **Personal Details Form** and return with your application. This plays no part in the selection and will only be used if you are invited to interview.

Please also complete the online [**Equal Opportunities Monitoring Form**](https://my.trinitybristol.org.uk/equal-opportunities/). This is for monitoring purposes only and will form no part of the selection procedure.

***How we use your information:***

*Identifying information and equal opportunities forms are separated from your application before it is given to the panel for shortlisting. The personal details are used to contact you if your application is selected for interview. The equal opportunities data is used for Trinity to monitor diversity across our recruitment process and assess whether we are achieving our charitable aims. The equal opps data is separated from your application on receipt, logged anonymously and not shown to the panel.*

*For more information on how we use your data* [*please click here*](https://www.trinitybristol.org.uk/contact/privacy)*.*

*For more details including how data is stored please see the* [*Recruitment Privacy Notice.*](https://www.trinitybristol.org.uk/about/get-involved/job-vacancies/recruitment-privacy-notice)

***Thank you for your application***

**CONFIDENTIAL**

**Personal details:**

1. Name:

1. Address:

1. National Insurance number:

1. Email address:

1. Mobile number:

1. Phone number (home):

1. Phone number (work):

1. May we call you at work?

1. Do you require a work permit to work in this country?

1. Do you have any criminal convictions within the last 5 years ? Please Note: If accepted for the post, you will be required to undertake a Police Check by the Criminal Records Bureau.

1. Next of kin (contact details and relation to applicant):