**Bevan Foundation Application for Employment**

**Private and Confidential**

**Application for the post of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Where did you see this post advertised?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Details**

Please give details about yourself. **It is vital that your email address is correct** as this will be the main means of communicating with you about your application.

**Surname**: **Title Preferred**:

**Forenames**:

**Email Address:**

**Address**:

**Post Code**:

**Home telephone**: **Mobile telephone:**

**Work Telephone:**   **May we contact you at work**?

**REVIEW OF CAREER AND PERSONAL EXPERIENCE**

Please list in your career history and other relevant experience (i.e. employment / self-employment, voluntary or community work, public appointments etc) **over the last ten years**. **The most recent should be first.**

You should briefly indicate your role and responsibilities. For self-employment, please indicate the nature of your work and provide examples of at least two clients when describing your responsibilities.

**Name of Employer / Organisation:**

**Address**:

**Post Code**:

**Role / Post**:

**Salary**:

**Key responsibilities:**

**Date of appointment**:

**Date of leaving (if applicable):**

**Reason for Leaving / wanting to leave:**

**Name of Employer / Organisation / Group**:

**Address**:

**Post Code**:

**Role / Post**:

**Salary**:

**Key responsibilities:**

**Date of appointment:**

**Date of leaving:**

**Reason for leaving:**

**Name of Employer / Organisation / Group**:

**Address**:

**Post Code**:

**Role / Post**:

**Salary**:

**Key responsibilities:**

**Date of appointment**:

**Date of leaving:**

**Reason for leaving:**

***PLEASE CONTINUE IF YOU HAVE HAD MORE EMPLOYERS OR ROLES***

**EVIDENCE OF SUITABILITY FOR APPOINTMENT**

Please tell us about the particular qualifications, skills, experience and personal qualities you can bring to this job, drawing on your current and previous employment and other experience. **IT IS VITAL THAT YOU BASE YOUR EVIDENCE USING THE PERSON SPECIFICATION FOR THE POST, IDEALLY IN THE SAME ORDER**. You must be as specific as possible and should give **evidence or examples** to support your statements.

*Continue onto the next page if necessary*

**QUALIFICATIONS**

Please give details of academic, professional or vocational qualifications you hold, in **reverse chronological order** (most recent first). You may be asked to provide evidence that you hold them.

**Qualification gained and level/grade Date Passed**

**REFEREES**

**Please provide the name and address of two referees, one of whom should be your present or most recent employer.** If you cannot give your employer, please tell us why.

If you are self-employed please provide the name of your most recent client. Please note references will normally be taken up for all applicants invited for interview.

**First referee**

Name:

Position:

Organisation:

Address:

Email: Tel:

May we approach this person before interview? \_\_\_\_\_\_\_\_\_\_

How does this person know you?:

If this person is not your current / most recent employer please tell us why:

**Second referee:**

Name:

Position:

Organisation:

Organisation Address:

Email: Tel:

May we approach this person before interview? \_\_\_\_\_\_\_\_

How does this person know you?:

**EQUAL OPPORTUNITY POLICY**

The Bevan Foundation aims to be an equal opportunity employer. This application form does not contain any questions to your place of birth/nationality; marital status or children; age; sexual orientation or religion. Questions on these matters will not normally be asked at interview, but if you are offered an appointment this will be on the understanding that there is nothing in your personal circumstances which might prevent you from taking up the appointment and carrying out the full duties of the post.

To help to monitor the effectiveness of our equal opportunities policies, please complete and return the equality monitoring questionnaire. It does not form part of your application and will be kept separately from it but helps us to check the effectiveness of our policies.

**DISABILITY**

If you are disabled are there any particular adjustments you would require as to make in order to make it possible for you to attend for interview, or, if successful, to take up this post? If so please tell us in a separate note.

**DECLARATION**

To the best of my knowledge and belief the information I have given above is correct. I understand that if I have knowingly given false information my application will be disqualified or disciplinary action considered after my appointment.

I agree that the Bevan Foundation may hold and use the information about me contained in this application, including any information which falls within the definition of ‘sensitive personal data’ for the purposes of processing this application and for personnel reasons if an offer of employment is made. If on this occasion no offer is made I agree that the Bevan Foundation keep a record of my application.

Signed: Date:

**Please email the form attached as a Word or PDF file to: info@bevanfoundation.org
by the closing date.­**