

**Application Form**

**Confidential**

**Please complete all sections of the application form in full and attach any additional sheets.**

**Position applied for:**

**Pronouns:**

**Forenames:**

**Surname:**

**Address:**

**Email:**

**Telephone Number:**

**Please give details of restrictions on daytime calls:**



**Education and Qualifications**

**Tell us about your education and any qualifications and include relevant courses which you are currently undertaking. Start with the most recent and continue on a separate sheet, if necessary.**

**Name of school/college/university: From To Qualifications & Grades:**

**Professional Membership**

**Provide details of any professional membership you currently hold.**

**Issuing body:**

**Membership number:**

**Expiry date:**

**Training**

**Complete this section with details of any training undertaken with previous employers or relevant short courses attended.**



**Current / most recent employment**

**Start date:**

**End date:**

**Name and address of employer:**

**Job title: Notice period:**

**Brief description of duties:**

**Employment history paid or voluntary**

**Give details of your employment history for the past 10 years, explaining any gaps in your employment. Continue on a separate sheet if necessary.**

**Previous employer and role held From To Brief description of duties & reason for leaving**



**Personal Statement**

**Please explain clearly how you fulfil each element of the person specification with reference to your experience, skills and knowledge.**



**Referees**

**Please provide the names and addresses of two referees, one of whom must be your most recent employer. Referees will not be contacted unless an offer of employment is made.**

**Referee 1**

**Title:**

**Name:**

**Job title:**

**Organisation:**

**Address:**

**Telephone number:**

**Email address:**

**Referee 2**

**Title:**

**Name:**

**Job title:**

**Organisation:**

**Address:**

**Telephone number:**

**Email address:**

**Eligibility to work in the UK**

**Are you eligible to work in the UK? YES/NO**

**Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?**

*The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask prospective employees to produce relevant documentation at the interview and/or prior to starting employment with us.*



# Criminal convictions

# Due to the nature of the work which you are applying, this post is exempt from the provisions of the Rehabilitations of Offenders Act 1974 (Exceptions) Order 1975 (Exceptions) (Amendments) Order 1986. You are therefore not entitled to withhold any information about convictions/ bind overs/ cautions/ reprimands or warnings. Failure to disclose this information may disqualify you from employment or dismissal by Sarcoma UK once employment has commenced.

# Do you have convictions/ bind overs/ cautions/ reprimands or warnings?

# YES/NO

# If your answer is ‘yes’, please give details on a separate sheet. You will not necessarily be barred from employment if you have a criminal record; Sarcoma UK will consider the individual circumstances case by case.

# Are you, or have you been the subject of any police investigation and/or prosecution in the UK or any other country?

# YES/NO

# Additional sheets

# Please indicate the number of additional sheets enclosed with the application form, if any.

*These additional sheets should be clearly labelled with your name and the post you are applying for.*

**Equal Opportunities Form**

**Have you completed and submitted your Equal Opportunities Form?**

**YES/NO**

**Additional Information**

**Where did you hear about this vacancy?**

# We take every step to make our recruitment process as accessible as possible for applicants. There is also the option to request someone of the same sex to be present at the interview. If you require any reasonable adjustments for any part of the interview or application process, please specify here:



**Declaration**

**I confirm that the information provided by me on this application form is correct. I understand that deliberate misrepresentation of information contained here would invalidate any employment offer, if made:**

**Signed: Date:**

The personal information you include on this application form is confidential. Sarcoma UK will hold this information in accordance with the Data Protection Act 2018 and will only use it for the purpose of your employment application and any subsequent employment.

To find out how we store, use and manage your data, please visit our website to read our privacy policy at sarcoma.org.uk/privacy-policy.

Please email your completed form to: jobs@sarcoma.org.uk