

# Application Form



|                          |                  |
|--------------------------|------------------|
| <b>Post applied for:</b> | <b>Location:</b> |
|--------------------------|------------------|

|               |                 |                       |
|---------------|-----------------|-----------------------|
| <b>Title:</b> | <b>Surname:</b> | <b>First name(s):</b> |
|---------------|-----------------|-----------------------|

|                         |
|-------------------------|
| <b>Contact address:</b> |
| <b>Postcode:</b>        |

|                          |                |
|--------------------------|----------------|
| <b>Home (telephone):</b> | <b>Mobile:</b> |
|--------------------------|----------------|

|               |                               |
|---------------|-------------------------------|
| <b>Email:</b> | <b>National insurance no:</b> |
|---------------|-------------------------------|

|   |
|---|
| <b>Teacher reference no</b> <i>(if applicable):</i> |
|---|

## Employment history

Provide details here of your employment history starting with your current or most recent employer. You can include any voluntary or unpaid work that you may have done, that is relevant to the role you are applying for. Please give details of any gaps in your employment history.

|  |
|--|
| <b>Current or most recent employer's name &amp; address:</b> |
|--|

|                            |                                     |
|----------------------------|-------------------------------------|
| <b>Job title:</b>          | <b>Brief description of duties:</b> |
| <b>Current salary:</b>     |                                     |
| <b>Date from:</b>          |                                     |
| <b>Date to:</b>            |                                     |
| <b>Reason for leaving:</b> |                                     |

|  |                                     |
|--|-------------------------------------|
| <b>Previous employer's name &amp; address:</b> |                                     |
| <b>Job title:</b>                              | <b>Brief description of duties:</b> |
| <b>Final salary:</b>                           |                                     |
| <b>Date from:</b>                              |                                     |
| <b>Date to:</b>                                |                                     |
| <b>Reason for leaving:</b>                     |                                     |

|  |                                     |
|--|-------------------------------------|
| <b>Previous employer's name &amp; address:</b> |                                     |
| <b>Job title:</b>                              | <b>Brief description of duties:</b> |
| <b>Final salary:</b>                           |                                     |
| <b>Date from:</b>                              |                                     |
| <b>Date to:</b>                                |                                     |
| <b>Reason for leaving:</b>                     |                                     |

|  |                                     |
|--|-------------------------------------|
| <b>Previous employer's name &amp; address:</b> |                                     |
| <b>Job title:</b>                              | <b>Brief description of duties:</b> |
| <b>Final salary:</b>                           |                                     |
| <b>Date from:</b>                              |                                     |
| <b>Date to:</b>                                |                                     |
| <b>Reason for leaving:</b>                     |                                     |

|  |                                     |
|--|-------------------------------------|
| <b>Previous employer's name &amp; address:</b> |                                     |
| <b>Job title:</b>                              | <b>Brief description of duties:</b> |
| <b>Final salary:</b>                           |                                     |
| <b>Date from:</b>                              |                                     |
| <b>Date to:</b>                                |                                     |
| <b>Reason for leaving:</b>                     |                                     |





## **Training**

Please state here any job relevant qualifications and training, including date achieved.

| <b>Training and qualifications:</b> | <b>Grade / level achieved</b><br><i>(If applicable)</i> | <b>Date achieved:</b> |
|-------------------------------------|---|-----------------------|
|                                     |   |                       |

## **ICT** *(Please complete where appropriate to the role applied for)*

Please indicate your level of experience in the relevant ICT categories below, giving examples where appropriate.

|  |  |
|--|--|
| Word Processing                        |  |
| Spreadsheets & Databases               |  |
| Email and Internet                     |  |
| Presentations<br>(delivery & creation) |  |
| GIS                                    |  |
| SMART Technology<br>and Social Media   |  |

## **Professional membership / research** *(please complete where applicable)*

|  |  |
|--|--|
| Membership of Professional Societies / Interest Groups |  |
| Post-graduate Research & Publications                  |  |
| Relevant Projects or special studies as a student      |  |

### **Additional information**

Please refer to the Person Specification and Job Description in the Vacancy Pack, and application information on our website when completing this section; and ensure you include examples of **HOW** you have demonstrated skills, knowledge and experience in meeting the requirements of the post.

**Why are you interested in applying for this post?**

**Other details**

|   |                    |
|---|--------------------|
| <p>The vacancy pack for the post will identify if the post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).</p> <p>If the post is exempt, do you have any convictions, cautions, reprimands or final warnings which are NOT protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?</p> <p>If yes, you must complete and send by separate cover the Criminal Records Declaration form, see <a href="http://www.field-studies-council.org/vacancies">www.field-studies-council.org/vacancies</a></p> | <p>Yes      No</p> |
|---|--------------------|

|  |             |   |  |
|--|-------------|---|--|
| Do you have a full, valid Driving Licence?   | Yes      No | If yes, when did you pass your test?  |  |
| Do you have any endorsements on your Driving Licence?  | Yes      No | If yes, please give details   |  |
| Do you have D1 (minibus) entitlement on your Driving Licence?  | Yes      No | If yes, please give details of any relevant certification and/or experience |  |
| Do you have a current First Aid Certificate?<br><i>(minimum of 2 days / 16 hours)</i>                            | Yes      No | If yes, when does it expire and who was the awarding body?                  |  |
| <b>For Hospitality &amp; Catering roles</b><br>Do you hold a food safety certificate issued in the last 3 years? | Yes      No | If yes, please state level and date completed                               |  |



|   |     |    |                             |  |
|---|-----|----|-----------------------------|--|
| Do you need a work permit to work in the UK?                                | Yes | No | If yes, please give details |  |
| Have you previously worked for the FSC?                                     | Yes | No | If yes, please give details |  |
| If offered this position, would you continue to work in any other capacity? | Yes | No | If yes, please give details |  |

|   |  |   |  |
|---|--|---|--|
| Period of notice required to terminate your current employment? |  | Where did you see this vacancy?<br><i>If other, please state where:</i> |  |
|---|--|---|--|

### **References**

Please give names, addresses and contact details for two professional people, from whom we may obtain work and character references, of which one must be your current or most recent employer. Your second referee should ideally be someone from a different organisation, preferably your next most recent employer. However, if this will be your first job you should provide two educational referees, one of whom must be from the educational establishment at which you are currently studying or last studied. The names and addresses of friends or relatives are not acceptable for this purpose. FSC may wish to obtain references prior to interview: if you would prefer that we did not approach your current employer please indicate this.

|  |     |                   |               |
|--|-----|-------------------|---------------|
| <b>Reference one</b> – must be your current or most recent employer  |     | <b>Name:</b>      |               |
| If this named referee isn't your current or most recent employer please explain why:<br><br>Please state the capacity in which you know this person: |     | <b>Job Title:</b> |               |
|  |     | <b>Company:</b>   |               |
|  |     | <b>Address:</b>   |               |
|  |     | <b>Telephone:</b> |               |
| May we take up this reference prior to the Interview?  | Yes | No                | <b>Email:</b> |

|  |             |                   |  |
|--|-------------|-------------------|--|
| <b>Reference two</b> – this should be your next most recent employer   |             | <b>Name:</b>      |  |
| If this named referee isn't your current or most recent employer please explain why:<br><br><br>Please state the capacity in which you know this person: |             | <b>Job Title:</b> |  |
|  |             | <b>Company:</b>   |  |
|  |             | <b>Address:</b>   |  |
|  |             | <b>Telephone:</b> |  |
| May we take up this reference prior to the Interview?  | Yes      No | <b>Email:</b>     |  |

**Data-processing & privacy statement**

The information you have provided in completing this application form will be used to process your application for employment and to monitor the recruitment process. Paper-based applications will be electronically stored and FSC will keep the information you have supplied confidential and will not divulge it to third parties, except where required to do so by law, or where we have retained the services of a third-party representative to act on your/our behalf. If you are not appointed your information will be held securely for a maximum period of twelve months for monitoring purposes and in case of legal challenge.

**Data protection notification**

FSC processes personal information in accordance with the General Data Protection Regulations (GDPR) and is therefore required to establish a legal basis for the processing of your personal information contained within this application form. This legal basis is established by obtaining your "consent". Please read and sign the "Consent and Declaration" statement, otherwise FSC will not be able to process your application.

**Consent and declaration**

I have read and understood the above Data Protection notification and agree to the use/processing of my personal data in accordance with the General Data Protection Regulations 2016. I confirm that to the best of my knowledge the information given is true and correct and that any false or misleading information will give my employer the right to terminate any employment contract offered. I understand that if shortlisted I may be required to complete a confidential declaration of any criminal convictions, cautions, reprimands, final warnings and any other information that may have a bearing on my suitability for the post. I also confirm that I am legally entitled to work in the United Kingdom and if interviewed will produce such documents as will be requested in evidence.

I confirm that I have read the relevant FSC Code of Conduct, and comply with the acceptance criteria for the post, as defined in the vacancy pack (all documents can also be found on FSC website: [www.field-studies-council.org/vacancies](http://www.field-studies-council.org/vacancies))

Signed:

Dated: