Please note that a Curriculum Vitae will not be accepted as a substitute for the information requested on this form. You may include a Curriculum Vitae as an additional document.

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| **Personal Information** | | | | | | | |
| Title : | | | |  | | | |
| Full Name : | | | |  | | | |
| Address: | | | |  | | | |
| Home Telephone No. : | | | |  | | | |
| Mobile Telephone No : | | | |  | | | |
| Email Address : | | | |  | | | |
| **Other Details** | | | |  | | | |
| Have you ever held or applied for any other post either on a permanent or voluntary basis with Stokenchurch Dog Rescue (SDR). Please indicate? | | | | YES / NO  If YES was it - PERMANENT / VOLUNTARY  (Please circle as appropriate) | | | |
| Do you hold a current UK driving licence? | | | | YES / NO (Please circle as appropriate) | | | |
| Do you have access to transport? | | | | YES / NO (Please circle as appropriate) | | | |
| Please give details of any points or driving convictions, including any pending convictions. (Any declarations are subject to the Rehabilitation of Offenders Act 1974 (as amended).) | | | | ***Due to SDR’S Insurance Policy, all employees who need to drive our vehicles must be over the age of 21 and hold a clean manual driving licence*** | | | |
| Do you have any other restrictions on your driving licence? *If yes, please give details.* | | | | YES / NO (Please circle as appropriate) | | | |
| Do you have unspent criminal convictions registered against you, including any pending convictions?  *If yes, please give full details.* | | | | YES / NO (Please circle as appropriate)  ***Criminal convictions need not be disclosed, except for specific occupations, if they are spent within the meaning of the Rehabilitation of Offenders Act 1974***  You may be asked to complete a Criminal Records Bureau Check due to the nature of the position you are applying for | | | |
| Please advise of any allergies that might affect your health & safety whilst with us : | | | |  | | | |
| Date of last tetanus injection: (Please note this **must** be up to date for kennel work – your surgery will be able to advise you) | | | |  | | | |
| Please advise of anything else you wish us to be aware of that might affect your health & safety whilst with us | | | |  | | | |
| **Education, & Qualifications**  **You may be asked to provide evidence of qualifications** | | | | | | | |
| **Establishment** | | **Qualification** | | | **Grade achieved** | | **Date Awarded** |
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| **Vocational, Professional or Other Relevant Training & Qualifications**  **Please give details of additional qualifications or training (with dates where possible) including membership of professional bodies. You may be asked to provide evidence. Please continue on a separate page if necessary and attach with your completed application form.** | | | | | | | |
| **Details** | | | | | **Dates** | | |
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| **Computer Skills – (as relevant to post applied for). Please tick the appropriate box to indicate how proficient you are using the following applications.** | | | | | | | |
|  | **Very Good** | | **Intermediate** | | | **Basic** | |
| Word |  | |  | | |  | |
| Excel |  | |  | | |  | |
| Outlook |  | |  | | |  | |
| PowerPoint |  | |  | | |  | |
| **Right To Work in the UK** | | | | | | | |
| Do you have the right to take up employment in the UK?  You will need to produce evidence of your entitlement to work in the UK before taking up your post if your application is successful | | | | | YES / NO (Please circle as appropriate) | | |

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| **Current Employment**  **Please give details of your present or most recent employment**. | | | | | | | | | | | |
| Current or most recent position held: | | | |  | | | | | Salary: | | |
| Name & business of Employer: | | | |  | | | | | | | |
| Address of Employer: | | | |  | | | | | | | |
| Date started: | | | |  | | | | Date ended (if applicable): | | | |
| Please give details of your duties and responsibilities, to whom you are responsible and, if applicable, the staff responsible to you: | | | | | | | | | | | |
| Reason for leaving or wishing to leave: | | | |  | | | | | | | |
| Notice period required to terminate present employment: | | | |  | | | | | | | |
| **Previous Employment.**  **Please provide details of previous employment over the last 10 years preceding your current employment, including any unpaid or voluntary work - please indicate where this is the case. Any gaps in employment dates should be explained. If you have any particularly relevant experience dating beyond the last 10 years please include this. Please continue on a separate page if necessary and attach with your completed application form** | | | | | | | | | | | |
| Dates | | Employer’s Name & address | | Job Title & details of responsibilities, experience and knowledge gained | | | | | | Final Salary | Reason for leaving |
| From | To |
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| **Experience, knowledge and skills**  **Looking at the job description and person specification. Please use this section to fully demonstrate the extent to which your skills, knowledge and experience meet the specific requirements of the role and your reasons for applying**.  **Please continue on a separate page if necessary and attach with your completed application form.** | | | | | | | | | | | |
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| **About yourself**  **Please add any other information about yourself which you feel may be relevant and which has not been covered elsewhere in the application. Include any personal attributes and qualities you have which you feel could be important in doing the job.**  **Please continue on a separate page if necessary and attach with your completed application form.** | | | | | | | | | | | |
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| **Additional information** | | | | | | | | | | | |
| Spare time activities / interests. Please describe: | | | | | | | | | | | |
| Do you have any business interests or spare time activities directly related to animal welfare?  If yes please give details**:** | | | | | | | YES / NO(Please circle as appropriate) | | | | |
| **Reference Request**  **Any offer of employment will be subject to the receipt of at least two satisfactory references, one of which must be from your present or most recent employer. Please give the names and addresses of at least two employment referees, one of whom should be your current or most recent employer. These should if possible cover a period of at least the last five years. The centre reserves the right to contact your previous employers before an offer of employment has been made. Unless your permission is granted, your present employer will not be approached until an offer of employment has been made and you have communicated your intention to leave their employment.**  **Please do not give members of your family, friends or subordinates**. **REFEREES WILL NOT BE CONTACTED WITHOUT YOUR PERMISSION.** | | | | | | | | | | | |
|  | | | Current / Most recent employer | | | Previous Employer | | | | Previous Employer | |
| Title | | |  | | |  | | | |  | |
| Full Name | | |  | | |  | | | |  | |
| Position | | |  | | |  | | | |  | |
| Organisation | | |  | | |  | | | |  | |
| How long has this person known you | | |  | | |  | | | |  | |
| Address | | |  | | |  | | | |  | |
| Postcode | | |  | | |  | | | |  | |
| Telephone Number | | |  | | |  | | | |  | |
| Email address | | |  | | |  | | | |  | |
| **Declaration**   * I confirm that to the best of my knowledge the information provided by me on this application form is complete and correct and that any untrue or misleading information or omission of information will give Stokenchurch Dog Rescue the right to terminate any employment contract offered. * I hereby give my consent to the company processing the data supplied on this application for the purpose of recruitment, selection and employment. * I confirm, as per the terms outlined in the Reference Request section above, Stokenchurch Dog Rescue has the right to contact the references stated above   Note: Emailed applications will be interpreted as agreeing to this statement. | | | | | | | | | | | |
| Signed :  Name: | | | | |  | | | | | | |
| Date : | | | | |  | | | | | | |
| **Please email your completed application form to Nicola Dillon –** [**nicola@stokenchurchdogrescue.org.uk**](mailto:nicola@stokenchurchdogrescue.org.uk) | | | | | | | | | | | |
| **Please use the space below to tell us about any access requirements you may have in relation to attending an interview**: | | | | | | | | | | | |