

**Job Application Form**

**Please return your completed application form by email to** [**sue.spiller@sobus.org.uk**](mailto:sue.spiller@sobus.org.uk) **and in the subject line of the email write “Job application”**

**GUIDANCE ON COMPLETING THE APPLICATION**

* Curriculum Vitae (CVs) will **not** be accepted and will not be considered.
* Completed application forms **must** be emailed to [sue.spiller@sobus.org.uk](mailto:sue.spiller@sobus.org.uk)
* We will only ask you to sign a hard copy of your application if you are offered an interview.
* You **must** complete all sections of the application form as fully as you can. Please address your statement in section 6 to the person specification. Any criteria not addressed may not be assessed and will affect whether you are shortlisted or not.
* You **must** complete the Equality and Diversity Monitoring form and submit this along with your application form.
* Please complete your application electronically and submit it by email by 5pm on Friday 18th November 2022

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| **Position applied for:** |  |

1. **Your details**

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| --- | --- |
| **Last Name:** |  |
| **First Name:** |  |
| **Permanent Home Address:** |  |
| **Post Code:** |  |
| **Telephone number:** |  |
| **Email address:** |  |

1. **Referees**

Please give the names and addresses of two referees. One referee must be your present employer or your most recent employer if you are currently unemployed. Employment referees should have been in a position of responsibility within the employing organisation(s). If you are unable to provide a second employment referees please give details of someone else who is prepared to provide a reference for you. They must not be related to you, nor can they be a friend.

**1st referee**

|  |  |  |
| --- | --- | --- |
| **Name:** |  | |
| **Position Held:** |  | |
| **Address:** |  | |
| **Post Code:** |  | |
| **Telephone Number** |  | |
| **Email Address** |  | |
| **Relationship to you:** |  | |
| **May we contact them before the interview?** | **YES / NO (delete as appropriate)** | |
| **Dates of employment (if applicable):** | **From:** | **To:** |

**2nd referee**

|  |  |  |
| --- | --- | --- |
| **Name:** |  | |
| **Position Held:** |  | |
| **Address:** |  | |
| **Post Code:** |  | |
| **Telephone Number** |  | |
| **Email Address** |  | |
| **Relationship to you:** |  | |
| **May we contact them before the interview?** | **YES / NO (delete as appropriate)** | |
| **Dates of employment (if applicable):** | **From:** | **To:** |

1. **Employment history**

**3.1 Please tell us about your current or most recent job or role.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation’s Name:** |  | | |
| **Address:** |  | | |
| **Start Date:** |  | **Leaving Date:** |  |
| **Position Held:** |  | | |
| **Current or final Salary:** |  | | |
| **Reason for leaving or seeking alternative employment:** |  | | |
| **Please give a description of the duties involved in your current or most recent paid or voluntary posts (do not attach a job description)** *box below will expand as you type* | | | |
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* 1. **Previous appointments**

Please either submit your CV with your application form, or complete the table below

Please list your previous employment, including any temporary and relevant voluntary work, starting with the most recent appointment prior to the one detailed above. (*boxes will expand as you type. For additional rows, please press the TAB bar when in the last cell)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates employed**  **From – To:** | **Name & Address of employer:** | **Position Held (nature of work):** | **Why you left:** |
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**3.3 Education and training**

Please either submit your CV with your application form, or complete the table below.

Please give details of education, relevant training, or courses you have attended *(boxes will expand as you type. For additional rows, please press the TAB bar when in the last cell)*

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| --- | --- | --- |
| **Title & Description of education, training or course:** | **Qualifications achieved – if relevant** | **Dates of training/course:** |
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1. **Suitability for the post**

Please describe your experience, knowledge, relevant skills and abilities as outlined in the person specification and job description for this post.

* *It is important to show how you have the skills and experience to undertake the job.*
* *You should address all of the key characteristics as set out in the Person Specification.*
* *Simple statements of competence or experience do not demonstrate how you meet the person specification criteria, so consider giving examples of how you have put these skills into practice and what you achieved as a result.*
* *Where you have not had experience, please state this, as we will be able to offer training and support to the right candidate.*
* *If possible, try to limit this section to no more than 2 additional sides of A4.*

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1. **Declaration**

## Right to work in the UK

Do you need a work permit to work in the UK? Yes / No

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| --- |
| If you have been convicted of a criminal offence which is not spent, as defined by the Rehabilitation of Offenders Act 1974, please give details below |
|  |

Please indicate that you have read and understood the declarations below:

|  |  |
| --- | --- |
|  | I declare that the information that I have provided is true and accurate and I have not omitted any material facts which may have a bearing on my application. |
|  | I understand that the offer of a contract of employment is conditional on the provision of true and accurate information with no material omissions |
|  | I accept that if I have given untrue or inaccurate information or have made material omissions, Sobus shall be entitled to unilaterally withdraw any offer made to me and, if I have already commenced employment, Sobus will be entitled to terminate my contract without notice |

Signature Date

**Please let us know if you have any access needs we invite you for an interview, and if you are able to attend an interview on the date given in the advertisment.**

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