

**Staff Application Form**

Please complete all this form in type or black ink and use only the same size paper (A4) as continuation sheets.

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| JOB DETAILS |
| Position Applied for: |  | Job Reference No: |  |
| How did you hear of this vacancy? | Website [ ]  | Friend [ ]  | Raystede Employee [ ]  | Onsite Visit [ ]  | Social Media [ ]  | Other [ ]  |
| Working Schedule:  | Full Time [ ]  | Part Time\* [ ]  | \* Please give details of hours wanted if applicable |  |
| **PERSONAL DETAILS** |
| Surname |  | First Name |  | Title |  |
| Previous names |  |
| No, Name, Street Address |  |
| Town/City |  | County |  | Postcode |  |
| Home Telephone |  | E-mail  |  |
| Work Telephone |  | Mobile No |  | May we contact you at work? | YES[ ]   | NO [ ]  |
| **DRIVING LICENCE** |
| Do you hold a current Driving Licence?  | YES[ ]   | NO [ ]  |
| If YES, please state the type of licence you hold |  |
| Do you have any current endorsements? (select as applicable) | YES[ ]  | NO [ ]  |
| If YES, please specify  |  |
| **REFERENCES** |
| Please give the names and addresses of two people (un-related to you) who are willing to provide a confidential reference regarding your character and general suitability for the position for which you have applied. You must provide **two** referees, one of whom must be your current or most recent employer. |
| Name: |  | Name: |  |
| Occupation/Position |  | Occupation/Position |  |
| Address |  | Address |  |
|  |  |
|  |  |
| Telephone |  | Telephone |  |
| Email |  | Email |  |
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| **PRESENT EMPLOYMENT** |
| Job Title |  |
| Name of employer |  |
| Street Address |  |
| Town/City |  | County |  | Postcode |  |
| Date started current post |  |
| Date commenced with employer |  |
| Salary/wage/benefits |  |
| Notice required |  |
| Briefly describe your present job; its main purpose and your responsibilities |
| **PREVIOUS EMPLOYMENT** |
| Please list most recent first. Include permanent and temporary work, service with HM Forces, voluntary work, work experience and previous service with Raystede Centre for Animal Welfare. |
| **Name & Address****(including County and nature of business)** | **From / To****(exact dates)** | **Position and Salary** | **Reason for leaving** |
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| **EDUCATION and qualifications** |
| From age 11 onwards, and please state whether full (F) or part (P) time |
| **Name of School, College, University etc**  | **Qualification** | **Subject/Course Name** | **Grade/Result** |
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| **TRAINING** |
| This includes government training schemes, apprenticeships, short courses, projects and secondments. Please also include trade/professional training and give date of completion. |
| **Course Title** | **Organisation** | **From/To** |
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| **PROFESSIONAL MEMBERSHIP** |
| Please indicate whether membership is by examination |
| **Institute** | **Level of membership** | **Year of Award** |
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| **OTHER EXPERIENCE** |
| Please describe all time spent since leaving full-time education. Full details should be given for any period not accounted for by full-time employment, education and training. This would include e.g. unemployment or voluntary work. Please state this information in chronological order. |
| **Experience** | **From / To** |
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| **WHY ARE YOU APPLYING FOR THIS JOB?**  |
| Please mention any specific skills or experience that meet the requirements of the job description and person specification. These skills may have been gained in relation to your current or previous employment, education, training, domestic activities, voluntary work or leisure interests. (Please continue on a separate sheet if necessary). |
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| **PERSONAL DEVELOPMENT** |
| Please outline your career and development aims |
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| **INTERESTS** |
| Please describe your spare time interests, hobbies and sports, membership of clubs, professional bodies and societies. |
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| **DECLARATION** |
| I understand that any appointment, if offered, will be subject to the information on this application form being correct, and that this will form part of any employment agreement entered into with The Raystede Centre for Animal Welfare. Raystede is collecting your details because you wish to be or are an employee of Raystede. We need your data to be able to contact you in your capacity as an employee. We take your privacy very seriously and promise to keep your information safe. We'll never give away or sell your details to other organisations to use for their own purposes. We are required by law to share your details with HMRC, Auditors, and DWP. You can ask to see the personal information we hold about you by contacting us; there is no charge for this and we will reply to you within 30 days. If you make repeated requests to see this information we can charge you an administration fee. You can email us at dataprotection@raystede.org, phone us on 01825 840252 or write to us at Raystede Centre for Animal Welfare, The Broyle, Ringmer, East Sussex, BN8 5AJ. You can read our full privacy policy at www.raystede.org/privacypolicy or email us for a copy. I understand that I may be required to submit to a medical examination by Raystede’s medical advisor.Please ensure that you tell your referees that you have given us their contact details so that we can contact them if we require references for you. If they have any questions or queries regarding this, please direct them to contact us at dataprotection@raystede.org, phone us on 01825 840252 or write to us at Raystede Centre for Animal Welfare, The Broyle, Ringmer, East Sussex, BN8 5AJSigned: Date: |

Signed Date: