

Job Application Form

Please complete this form electronically and return to the recruiting manager no later than the date stated in the application pack which accompanied this form:

Position			
Position Applied For		Reference No	

Personal Details			
Title			
Forenames			
Surname			
Preferred Name			
Address (inc Postcode)			
Email			
Home Telephone No		Mobile Telephone No	

Education & Training			
Secondary Education			
Establishment		Qualifications & Grades (including year obtained)	
Higher Education			
Establishment		Qualifications & Grades (including year obtained)	
Additional Professional Training/Qualifications			
Training Organisation		Qualifications & Grades (including year obtained)	
Membership of Professional Organisations			
Professional Organisation		Membership Level & Dates	

Current/Most Recent Employment	
Employer's Name	

Employer's Address			
Nature of Business			
Your Role		Salary	
Duties & Responsibilities			
Date Joined		Date Left (if applicable)	
Reason for Leaving/Wishing to Leave		Notice Period (if applicable)	

Previous Employment			
Employer's Name		Employer's Address	
Your Role		Duties & Responsibilities	
Date Joined		Date Left	
Reason for Leaving		Final Salary	
Employer's Name		Employer's Address	
Your Role		Duties & Responsibilities	
Date Joined		Date Left	
Reason for Leaving		Final Salary	
Employer's Name		Employer's Address	
Your Role		Duties & Responsibilities	
Date Joined		Date Left	
Reason for Leaving		Final Salary	
Employer's Name		Employer's Address	
If you have more previous employers please list these on a separate sheet.			

Additional Information
Please indicate below why you are applying for this role and, paying particular attention to the job description and person specification, give brief details of any further information which you think would be useful in support of your application.

Activities/Interests
Please describe below any activities/interests which may have a positive impact on why you should be considered for the role.

Do you have any business interests or take part in any activities directly related to animal welfare?	Yes/No
If 'yes', please give details	

Rehabilitation of Offenders Act 1974	
<p>This post is not protected by the Act. You will be required to declare details of convictions including those regarded as being 'spent' under the Rehabilitation of Offenders Act 1974. Prior to any interview, you will be asked to complete a confidential Declaration of Criminal Record, the contents of which will be discussed with you at interview.</p> <p>Note. Any offer of employment may be subject to a check of the RSPCA's animal welfare conviction database</p>	

Other Details	
Do you hold a full current UK driving licence?	Yes/No
Do you have any penalty points or have you been disqualified?	Yes/No
If 'yes', please give details	
Do you have any other restrictions on your driving licence?	Yes/No
If 'yes', please give details	
Do you have a car at your disposal?	Yes/No
Have you ever held or applied for any other post with the National RSPCA, the RSPCA Southport, Ormskirk & District Branch, or any other RSPCA Branch?	Yes/No
If 'yes', please give details	
Do you hold or have you ever held an honorary position with the National RSPCA, the RSPCA Southport, Ormskirk & District Branch, or any other RSPCA Branch?	Yes/No
If 'yes', please give details	

Eligibility to Work in the UK (Immigration, Asylum and Nationality Act)	
Are you currently eligible for employment in the UK?	Yes/No
<p>In order to comply with the Immigration, Asylum and Nationality Act, any offer of employment will be subject to provision of documentation showing your entitlement to work in this country.</p> <p>Acceptable documents include: UK passport, UK birth/adoption certificate & an official document stating your name and permanent National Insurance number, Immigration Status Document issued by the Home Office stating your indefinite right to remain in the UK right to remain & an official document stating your name and permanent National Insurance number.</p> <p>Please state below what documentation you can provide at interview to demonstrate your entitlement to work in the UK.</p>	
State Eligibility to Work Documentation that will be brought to interview.	

Job Advert

Where did you see this post advertised?	
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References			
Please give the names and addresses of at least two employment referee's, one of whom should be your current or most recent employer. These should if possible cover a period of at least five years. The Branch reserves the right to contact your previous employers before an offer of employment has been made. However, the Branch will not approach your current employer unless an offer of employment has been made and accepted (subject to reference).			
Current/Most Recent Employer			
Referee		Position	
Employer's Name			
Employer's Address			
Email		Telephone/Mobile No	
Previous Employer			
Referee		Position	
Employer's Name			
Employer's Address			
Email		Telephone/Mobile No	
Other Referee			
Referee		Relationship	
Organisation's Name (if applicable)			
Address			
Email		Telephone/Mobile No	

Declaration			
I confirm that the details I have provided on this form are correct to the best of my knowledge and I understand that any contract of employment will be jeopardised if I have misrepresented or omitted any relevant information. I understand if I am appointed, information divulged in applications and forms for employment will be kept on file (both manual and computer) for recruitment, monitoring and employment purposes. Information will be stored securely in line with the Data Protection Act 1998.			
I consent that if I am the successful candidate, a check can be made of the RSPCA's animal welfare conviction database.			
Signed		Date	

Please return the completed form to the recruiting manager no later than the date stated in the application pack which accompanied this form. Applications received after this deadline will **NOT** be considered.