

**Application form for The Green House**

**If not completing this form electronically, please print and use black ink. This form must be completed in full. Any additional information submitted (e.g., CV) will not be considered in the shortlisting process.**

**Position applying for ………………………………………………………………………………………………….**

**Personal details**

|  |  |  |
| --- | --- | --- |
| Surname | First name(s) | Title |
| Address |
| Email address |
| Office hours telephone number | Other hours telephone number | Mobile number |
| Do you need a work permit for permanent employment in the UK? YES / NO | If so, do you have one?YES / NO |
| Where did you come across this job listing? |

**Please provide your education history and qualifications.**

|  |  |  |
| --- | --- | --- |
| **Name of school, college or university** | **Date** **from – to –** | **Qualifications gained** |
|  |  |  |

**Please provide your full work history** (please account for any gaps in employment).

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title and responsibilities** | **Organisation/Employer** | **Date from & to**  | **Reason for leaving** |
|  |  |  |  |

|  |
| --- |
| **Please describe why you want this role and how you fit all aspects of the person specification set out in this application pack.** |
|  |

**Referees**

|  |
| --- |
| Please note that a reference will be taken for the successful candidate immediately after making a verbal offer to them. |
| NameAddressTelephoneE-mail addressRelationship to you | NameAddressTelephoneE-mail addressRelationship to you |

**Data Protection Act 2018**

Information provided on this application form will be treated as confidential and held in secure conditions. Access will be restricted to those involved in the recruitment and selection process. Data you provide may be copied for use in the recruitment process and once this is completed, the information will be stored for a maximum of 12 months and then destroyed. If you are the successful candidate, relevant information will be taken from your application and transferred to your personal file. We are unable to process your application unless we can use your personal data. By signing and submitting this form, you are giving your consent to the processing of your data in the ways described.

**Declaration**

[ ]  I declare that all the information I have given on this application form is true to the best of my knowledge and belief. I understand that my application may be rejected and/or that I may be dismissed if I have given information which is found to be false.

**Consent to contact references**

[ ]  I consent to The Green House contacting my named referees in accordance with its normal policy if I am the successful candidate following the selection process.

Signed…………………………………………………………..

Date……………………………………………………………...

Please return this form to recruitment@the-green-house.org.uk