

APPLICATION FORM

Data Protection: Send a Cow processes personal information for all applications on the lawful basis of Legitimate Interest. Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, it will do so only with your consent. This data is for equal opportunities monitoring purposes only.

First Name/s:	Last Name:	From what source did you hear of this vacancy?	
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POST APPLIED FOR:	CLOSING DATE:
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CONTACT DETAILS:			
Address:		Tel: (day)	
		Tel: (eve)	
Post Code:	Mobile:	Email:	

SUMMARY OF EDUCATION & TRAINING: *(Please continue on a separate sheet, if necessary)*

Date	Institution	Qualifications gained	Subjects	Grades

MEMBERSHIP OF PROFESSIONAL BODIES (excluding trade union membership)

Institute & Type of Membership	Year of Election/Examination

HISTORY OF EMPLOYMENT:*(Please continue on a separate sheet, if necessary)*

Please give a chronological account of your employment history, with details of employer, position held, date of employment, key responsibilities, salary on leaving. Feel free to mention any major accomplishments or competences you demonstrated under 'responsibilities.'

Start date: Month/Year	Employer	Position held	Key responsibilities	Salary	End date and reason for leaving

RELEVANT SKILLS, EXPERIENCE, APTITUDES & PERSONAL QUALITIES: *(Please continue on a separate sheet, if necessary)*

Please describe in what way you believe you meet the job description and person specification for this post. Please refer to the criteria set out in the person specification and include details of any relevant unpaid or voluntary work.

DISABILITY

We welcome applications from people with disabilities. If shortlisted for the position, please let us know if any special arrangements are required for the selection process. On the day, there will be an opportunity to discuss any adjustments that may be required to enable you to carry out the job.

Criminal Convictions

Send a Cow wishes to ensure it does not discriminate against ex-offenders. If you have any convictions that are unspent under the Rehabilitation of Offenders Act 1974, please supply details of your conviction(s) on a separate sheet of paper.

Some posts within Send a Cow are exempt from the Rehabilitation of Offenders Act 1974 as they involve working with vulnerable adults and/or children and young people and will require a Disclosure and Baring Service (DBS) check. If you have applied for an exempt post, please supply details of your conviction(s) on a separate sheet of paper.

Do you require a Work Permit?

Yes

No

REFERENCES: Please give names & tel. nos. of 2 referees who are not related to you, one of whom must be your present or most recent employer.

1st Referee

2nd Referee

Name:

Name:

Position:

Position:

Tel No:

Tel No:

Email/Postal Address:

Email/Postal Address:

Can references be sought before interview?

Yes

No

Yes

No

DECLARATION: I certify that the facts given in this form are true to the best of my knowledge and I understand that giving false information can lead to dismissal.

Signed:

Date:

All claims and/or statements of skills, experience and employment will be checked. In the event of false claims being made, any offer of employment will be terminated. Send a Cow reserves the right to recover from the applicant any costs incurred as the result of the employment of an applicant who has submitted an application form containing false claims.

Please refer to the applicant privacy notice for more information about how data is processed and stored for applicants.