**2. EDUCATION AND PROFESSIONAL QUALIFICATIONS**

(Original documents as proof of qualification will be required at interview.)

Ruby’s Fund Job Application Form

|  |  |  |  |
| --- | --- | --- | --- |
| Title of post applied for: |  | Job Ref: |  |

Before completing this form, please read the accompanying guidance notes. Please write clearly in black ink or type.

# Confidential

**1. PERSONAL DETAILS** (BLOCK CAPITALS PLEASE)

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | Initials: |  |
| Former surnamesif different: |  | Preferred Name orTitle (Optional): |  |
| Address:<Town> <Post Code> | Tel No (home): |  |
| Tel No (business): |  |
| Tel No (mobile): |  |
| Fax No: |  |
| E-Mail address: |  | Nat. Insurance No: |  |
| Nationality: |  | If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit. |
| Do you need a work permit to be employed in the UK? | Yes No | If you already have a work permit, when does it expire?(Please note that your current work permit may not be valid for this post.) |
| Where did you learn of the post? |  |

|  |  |  |
| --- | --- | --- |
| Secondary School / College / University | Examinations taken | Result |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**3. PRESENT POST**

Other relevant Educational or Training Courses:

Professional Qualifications currently held: how obtained and grade:

|  |  |  |  |
| --- | --- | --- | --- |
| Title of Post: |  | Salary/Grade: |  |
| Name of Employer: |  | Business of Employer: |  |
| Address:Town Post Code | Date Commenced: |  |
| Date Ended (if applicable): |  |
|  |
| Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable): |
| Reason for leaving or wishing to leave: |  |
| Period of notice required to terminate present employment: |  |
| Please notify us of any dates you are available for interview: |

1. **PREVIOUS EMPLOYMENT**

(Please use continuation sheet if necessary.)

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of Employers | Position(s) held | Reason for leaving | Final grade/salary |
|  |  |  |  |
| Description of duties: |

Description of duties:

Description of duties:

Description of duties:

# RELEVANT SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE AND YOUR REASONS FOR APPLYING FOR THIS JOB

**6. OTHER INFORMATION**

**Disabilities**

**7. REFERENCES**

**Referee 1**

**Referee 2**

|  |
| --- |
| What activities outside work interest you? (State any positions held you consider relevant.) |
| Do you hold a current driving licence? | Yes No | Do you have access to a car? | Yes No |

|  |  |
| --- | --- |
| If selected for interview, do you require any special arrangements to be made on account of a disability? | Yes No |
| If “yes”, please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and fulfill our obligations under the Equality Act 2010: |

|  |  |  |  |
| --- | --- | --- | --- |
| Title (Mr, Mrs etc): |  | Title (Mr, Mrs etc): |  |
| Full Name: |  | Full Name: |  |
| Job Title: |  | Job Title: |  |
| Organisation: |  | Organisation: |  |
| Address:<Town> <Post Code> | Address:<Town> <Post Code> |
| Tel No: |  | Tel No: |  |
| E-mail address: |  | E-mail address: |  |
| Fax No: |  | Fax No: |  |
| Please state if we may obtain this reference prior to interview. | Yes No | Please state if we may obtain this reference prior to interview. | Yes No |

**8. DECLARATION**

|  |
| --- |
| I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment. |
| Signature: |  | Date: |  |
| Name: |  |  |
| The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be processed solely in connection with recruitment. |