**Ardroy Outdoor Education Centre**

**Application Form**

#### **1. Position Applied for:**

#### 

#### **2. Personal Details**

Name:

Address:

Telephone:

Email:

**3. References**

**Referee 1**

Name:

Company & address:

Telephone:

Email :

Position:

May we contact this referee before interview?

**Referee 2**

Name:

Company & address:

Telephone:

Email:

Position:

May we contact this referee before interview?

**4. Availability & Commitments**

# When would you be available to start?

Do you have any commitments which would have an impact on your work (e.g. holiday bookings, voluntary commitments – please specify)?

**5. Qualifications**

|  |  |  |
| --- | --- | --- |
| **Awarding body** | **Qualification** | **Date achieved** |
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|  |  |
| --- | --- |
| Car driving licence yes/no |  |
| Minibus driving licence yes/no |  |

**6. Employment History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer** | **Position** | **Role & Responsibilities** | **Dates** | **Reason for leaving** |
|  |  |  |  |  |

**7. Education & Training**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution or Awarding Body** | **Qualification & Subject** | **Grades** | **Dates** |
|  |  |  |  |

**8. Personal Statement**

**Please use the space below to highlight your strengths and experience in relation to the job description and person specification.**

**9: Declaration of Criminal Record**

Applicants must disclose any unspent convictions, as described under the Rehabilitation of Offenders Act 1974.

Do you have any unspent convictions? Yes/No

If you have answered yes, please give details either:

1. In a separate document (separate email or sealed envelope, which will stored and destroyed in line with GDPR).
2. In the space below.

**10. Confirmation & Data Protection Notification**

I confirm that the information I have provided in completing this application form is to the best of my knowledge, true and complete.

I understand that misleading and/or incomplete statements may be sufficient for cancelling any agreements made, including the withdrawal of any employment contract offered.

I understand that a PVG check will be sought in the event of my application being successful.

Ardroy Outdoor Education Centre will keep the information supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third-party representative to act on our behalf.

I understand and agree that my personal data may be kept and stored in accordance with the General Data Protection Regulation May 2018.

I confirm that I am legally entitled to work in the United Kingdom and if offered a job will produce documentation to demonstrate this.

*If you send this form by email, please type your name below. This will be considered as the equivalent of your signature.*

**Signature:**

**Date:**

Please email the completed form to info@outdooreducation.co.uk