**Application Form**

**Please contact us if you would like this information in large print.**

**Guidance on completing the application**

* You must complete the application form. CVs will not be accepted.
* Completed application forms should be emailed to kbagshaw@isightcornwall.org.uk.
* State in the subject line: Private and Confidential – Customer Service Assistant.
* You will receive an email acknowledging receipt of your application.
* You must complete all sections of the application form as fully as you can – please expand boxes as required.
* Please address your statement in section 5 to the Person Specification in the Job Description.

Post applied for: **Customer Service Assistant**

**The closing date is 9am 19 November 2018. We’ll be interviewing as we go along, so the role may close earlier than advertised.**

**1. Personal details**

|  |  |  |
| --- | --- | --- |
| Surname: | | Title: |
| Forename(s): | | |
| Address: | | |
| Email address: | Telephone No: | |

**2. Employment**

Please tell us about your current or most recent employment.

|  |  |  |
| --- | --- | --- |
| Name & Address: | | |
| Date of joining and  leaving (from - to): | | Job Title: |
| Main duties & responsibilities: | | |
| Reason for leaving: | | |
| Leaving Salary: | If you were offered the job, how soon  after notification could you start? | |

**3. Previous Employment**

Please give details of any previous employment (paid and unpaid), giving most recent first. Briefly summarise each role and responsibilities. You must explain any gaps in your work history since you left education (e.g. unemployment; career breaks; voluntary work; travel etc.) Where possible please provide exact dates.

|  |  |  |  |
| --- | --- | --- | --- |
| Position Held & Responsibilities | Employer Name & Address | Dates To - From | Reason for Leaving |
|  |  |  |  |

**4. Education** **and Training**

Give most recent first and include any qualifications or training relevant to the role.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of school/training organisation | Qualifications / Training Course | Grade | Date Achieved (dd/mm/yy) |
|  |  |  |  |

**5. Supporting Statement – your suitability for the post**

This important part of your application will be used to decide if you meet the criteria and should be shortlisted for interview. Tell us why you are suitable for the position you have applied for by demonstrating how closely you match the **person specification**. Use examples where possible and provide the situation or task, your action(s) and the result. Expand box as required.

If you are applying for your first job, provide examples of other relevant experience that will help us decide your suitability, e.g. gained through education, the community etc.

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**6. Public duties or voluntary activities**

Please give details of any public duties and/or activities with voluntary organisations that you perform.

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**7. Interview requirements**

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| --- | --- |
| We will make reasonable adjustments to help a person with disabilities through the application and selection process. If you have specific requirements for attending an interview, please let us know. |  |

**8. Disclosure of interest**

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| --- | --- |
| The role information supplied will say if this post requires travel and, if so, if you need access to transport and/or a full current UK driving licence.  If needed, do you have access to transport?  If needed, do you have a full current UK driving licence? |  |

|  |  |
| --- | --- |
| Are you known or related to any member of staff or trustee of iSightCornwall?  If yes, please provide details |  |

|  |  |
| --- | --- |
| Have you ever been the subject of a formal disciplinary procedure?  Have you ever been dismissed from any previous employment?  If yes, details may be requested at interview |  |

**9. References**

Please provide details of two referees; one of your referees should be your present or most recent employer. Do not use friends or relatives.

|  |  |
| --- | --- |
| Name: | Address: |
| Organisation: | Tel: |
| Position: | Email: |

|  |  |
| --- | --- |
| Name: | Address: |
| Organisation: | Tel: |
| Position: | Email: |

**10. Declaration**

1. I confirm that the information given on this form is to the best of my knowledge true and correct, and I understand that a false declaration or misleading information will give iSightCornwall the right to engage disciplinary proceedings or terminate any employment contract offered.
2. I agree that should I be successful in this application, I will be subject, if required by the job role, to a check by the Criminal Records Bureau/Scottish Criminal Records Office (or international equivalent) for a standard or enhanced (as appropriate) disclosure, or international equivalent. I also agree that iSightCornwall will apply to my previous employers for references. I understand that should the disclosure or reference not be to the satisfaction of iSightCornwall, any offer of employment may be withdrawn or my employment terminated.

1. I understand and agree that the information I provide on this form will be held by iSightCornwall and used by the organisation to process my application for employment. My information will not be used for any other purpose by iSightCornwall, and will not be passed onto any other third party without my permission.

Signature of applicant: Date:

How did you find out about this position?

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