



## Job Application Form

Title of post applied for:		Closing Date:	
How did you hear about this vacancy?		Return application to:	jobs@vegansociety.com

To save this form, edit it in the Microsoft Edge browser and select the 'save' button or using the free Adobe Acrobat Reader software. To save in Google Chrome, you will need to select print and the 'Save as PDF' option but the form will no longer be editable.

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 surnames if different:		Preferred Name or Title (Optional):	
Address:		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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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.)	
Preferred work arrangements:	<input type="checkbox"/> Full-time <input type="checkbox"/> Job share <input type="checkbox"/> Term time only <input type="checkbox"/> 30 hrs a week		

## 2. EDUCATION AND PROFESSIONAL QUALIFICATIONS

Secondary School / College / University	Dates		Examinations taken	Date	Result
	From	To			

Professional Qualifications currently held: how obtained, grade and date

Other relevant Educational or Training Courses, with dates

### 3. PRESENT POST

Title of Post:		Salary/Grade:	
Name of Employer:		Business of Employer:	
Address:	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:

#### 4. PREVIOUS EMPLOYMENT

(Please use continuation sheet if necessary.)

Name and Address of Employers	Position held	Reason for leaving	Date Commenced:	Date Ended	Final grade/salary

Description of duties:

Name and Address of Employers	Position held	Reason for leaving	Date Commenced:	Date Ended	Final grade/salary

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Description of duties:

Name and Address of Employers	Position held	Reason for leaving	Date Commenced:	Date Ended	Final grade/salary

Description of duties:

- Read the Person Specification carefully
- Give specific examples from your past work experience
- Use details of a situation, what you did and the outcome
- Write a maximum of 500 words

**5. RELEVANT SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE AND YOUR REASONS FOR APPLYING FOR THIS JOB**

## 6. OTHER INFORMATION

As far as is possible and practicable, I will adhere to a Vegan diet and lifestyle.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I am willing and able to undertake appropriate training and development as required.	<input type="checkbox"/> Yes <input type="checkbox"/> No

What activities outside work interest you? (State any positions held you consider relevant.)

Do you hold a current driving licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have access to a car?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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### Disabilities

If selected for interview, do you require any special arrangements to be made on account of a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> 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:	

### Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

Have you any convictions that are not spent under Rehabilitation of Offenders Act?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please provide further details: (Spent convictions do not have to be declared)	

## 7. REFERENCES

### Referee 1

### Referee 2

Title (Mr, Mrs etc):		Title (Mr, Mrs etc):	
Full Name:		Full Name:	
Job Title:		Job Title:	
Organisation:		Organisation:	
Address:		Address:	
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.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please state if we may obtain this reference prior to interview.	<input type="checkbox"/> Yes <input type="checkbox"/> 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 General Data Protection Regulations and will be processed solely in connection with recruitment. Please see our Privacy Notice for further information.