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|  | Please complete and return form by 12.00 noon on Monday 2nd August 2021 to vacancies@wrccrural.org.uk or post to David Wright, WRCC, Warwick University – Wellesbourne Campus, Wellesbourne, Warwick CV35 9EFPlease clearly mark your e-mail/envelope “**Application Form – Private and Confidential**” |



**1. PERSONAL INFORMATION**

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| **Post applied for: WRCC Back & 4th Community Transport Manager** |
| **Surname:** | **First name(s):** |
| **Address:** |
| **Date of Birth:** | **National Insurance Number:** |
| **Telephone Number:** | **E-mail address:** |

**Equal Opportunities**

WRCC is committed to bringing about equal opportunities in its employment, both for reasons of fairness and because we need high quality people working for us. The information requested below can help the Community Council monitor the effectiveness of its recruitment policy. The information supplied on page 1 of this form will not be seen by the officers making the appointment and will not be used as part of the selection process.

|  |  |
| --- | --- |
| **Gender:** Male / Female | **Disability:** Yes / No |
| **Ethnicity:** To which of these groups do you consider you belong? (tick one box only) |
| **A White**⬜ A1 British⬜ A2 Irish⬜ A3 Any other White background | **D Black or Black British**⬜ D1 Caribbean⬜ D2 African⬜ D3 Any other Black background |
| **B Mixed**⬜ B1 White and Black Caribbean⬜ B2 White and Black African⬜ B3 White and Asian⬜ B4 Any other Mixed background | **E Other Ethnic Groups**⬜ E1 Chinese⬜ E2 Any other ethnic group⬜ E3 Not stated |
| **C Asian or Asian British**⬜ C1 Indian⬜ C2 Pakistani⬜ C3 Bangladeshi⬜ C4 Any other Asian background |  |
| **How did you find out about this vacancy:** |

To the best of my knowledge the information given on this form is correct. I understand that canvassing or giving false information will disqualify my application. I understand that the data contained on this form will be used for the purposes of recruitment to the post I have applied for. I consent to my personal information being held securely by Warwickshire Rural Community Council for 6 months if I am unsuccessful. If I am successfully recruited to this post, I understand that the information on this form will be kept in my personnel file for the duration of my employment with WRCC, and for two years thereafter.

|  |  |
| --- | --- |
| **Signature** | **Date** |

This page is intentionally blank**2. PRESENT EMPLOYMENT**

Please give details of your current or most recent position

|  |  |
| --- | --- |
| **Employer:** | **Job Title:** |
| **Address:** |
| **Dates of employment:** | **Notice Required:** |
| **Current Salary:** | **Full Time/Part Time:** |
| **Main Duties and Responsibilities:** |
| **If not currently in employment, please give a brief outline of your situation:** |

**3. OTHER PREVIOUS EXPERIENCE**

Please complete starting with the most recent

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer** | **Job Title** | **Salary** | **Full/Part Time** | **Dates From - To** |
|  |  |  |  |  |
| **Other Useful Experience (e.g. voluntary work, family care, study, etc.):** |

**4. EDUCATION, QUALIFICATIONS AND TRAINING**

Please give details of all recognised qualifications

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year Taken** | **Qualification** | **Subject(s)** | **Grade/Level** | **School/College/University** | **FT/PT** |
|  |  |  |  |  |  |

**5. OTHER TRAINING**

Please give details of any other training to which you want to draw particular attention.

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| --- | --- | --- | --- |
| **Training/Course Title** | **Organising Body** | **Duration** | **Date Completed** |
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**6. REFEREES**

Please give details of two referees, one of whom should be your current/most recent employer

No appointment will be made without first taking up references

|  |  |
| --- | --- |
| **Name:** | **Name:** |
| **Position:** | **Position:** |
| **Address:** | **Address:** |
| **Telephone Number:** | **Telephone Number:** |
| **May this reference be contacted without further authority from you?**YES/NO | **May this reference be contacted without further authority from you?**YES/NO |

**7. DRIVING LICENCE**

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| **Do you hold a current valid driving licence with D1 entitlement?** |

**8. DECLARATION OF CRIMINAL CONVICTIONS**

Please disclose here any convictions for criminal offences which are not spent under the Rehabilitation of Offenders Act. You are also advised to disclose any charges that are or may be pending.

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**Please note that a Criminal Records Bureau check will be required for successful applicants.**

**9. ADDITIONAL INFORMATION**

Please give your reasons for making this application, relating your qualifications, experience, skills and attributes to the position for which you are applying. Please pay particular attention to the requirements of the person specification. You may also wish to relate your own leisure and spare time interests where relevant.

If necessary, please continue on a separate sheet and attach it to this form.

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