

**Application Form**

**Application for the post of:**

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| **Personal Details** |  |
| Surname: |  |
| Forename(s): |  |
| Home Address: |  |
| Home telephone Number: |  |
| Mobile Telephone Number: |  |
| Email Address: |  |

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| **Previous Employment with The Enchanted Forest** | |
| Have you worked previously for the Enchanted Forest? |  |
| If **Yes**, please provide details of the dates you worked for us and the role that you undertook: |  |

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| **Close Relatives or Family Members** |

*We define a close relative as a spouse, cohabitee, parent, grandparent, child, brother or sister.*

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| Are you a close relative or family member of a member of the Enchanted Forest team? | Yes  No |
| If **Yes**, please explain your relationship: |  |

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| **Other/Additional Employment** | |
| If offered this position, would you continue to work in any other capacity? | Yes  No |
| If **Yes**, please provide details of the other employment you would undertake inclusive of job role and contracted hours per week. |  |

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| **Police Check** |
| Do you have any criminal convictions or pending charges, if **Yes**, please provide us with further details of the criminal convictions or pending charges against you. |

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| **Interview Availability** |
| We will be holding interviews on **Wednesday 1 August** and **Saturday 4 August 2018**. Please indicate which dates you would be available for interview (*we will endeavour to accommodate your availability*):  Wednesday 1 August 2018  Saturday 4 August 2018 |

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| **Training Availability** | |
| As advised within the job description, we will be holding training events on **Monday 1 October** and **Tuesday 2 October 2018**. If your application is successful, you **must** be available to attend **both** of these training sessions. Please indicate below whether you are available to attend. | |
| Yes, I am able to attend both training sessions  No, I am unable to attend both training sessions |  |

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| **Why you are Applying for this Role?** |
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| **Suitability for the Post** |

Please refer to the person specification provided in the application pack you received, detailing fully how you meet the criteria (please continue on a separate sheet, if required).

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| **Criteria Reference** | **Your skills, qualities and experience against each of the person specification criteria** |
| *Example E[no]* | *Example response: I have [no] of years’ experience within a customer service role which included [example(s)].* |
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| **Previous Events and Stewarding Experience** |
| Please tell us about any previous events or stewarding experience that you may have. |

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| **First Aid Qualifications, Training and Experience** |
| Please tell us about any first aid qualifications, training attended and experience that you may have, including the name of the course, training provider and dates of expiry. |

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| **Referees** |

You are required to supply the names and addresses of two people from whom reference can be obtained. One must be your present or most recent employer or school/college. We will not normally accept references from relatives/friends. We reserve the right to request more than 2 references. If you provide your referee email addresses, we will normally contact them this way.

**Referee 1 -** Do you give us permission to contact this referee? Yes  No

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| Name: |  |
| Position: |  |
| Company (if applicable): |  |
| Address: |  |
| Contact Telephone Number: |  |
| Email Address: |  |

**Referee 2 -** Do you give us permission to contact this referee? Yes  No

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| --- | --- |
| Name: |  |
| Position: |  |
| Company (if applicable): |  |
| Address: |  |
| Contact Telephone Number: |  |
| Email Address: |  |

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| **Advertisement of Vacancy** |
| Please tell us where you heard/ saw this vacancy advertised. |

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| **Declaration** |

I declare that the information given within my application for employment is true and complete to the best of my knowledge. If any of this information given by me in this form or in support of my application is untrue, I recognise that any offer of employment/work may be withdrawn, or my employment with the Enchanted Forest Community Trust terminated.

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| Signature: |  |
| Date: |  |