



# Job Application Form

Please email your completed application form to: [admin@heatree.org](mailto:admin@heatree.org)  
Alternatively please post to: Heatree Activity Centre, Manaton, Devon, TQ13 9XE

Role you have applied for: .....

## 1. Personal Details

Full name	
Date of birth	
Address	
Postcode	
Phone number	
Email address	

Do you need a work permit to be employed in the UK? Yes  No

If you already have a work permit, when does it expire?

## 2. Education, Qualifications and Training *(please list most recent first)*

School / College / University	Subject and Qualification	Grade

Please tell us about any additional awards, qualifications or training you have undertaken :

**3. Employment History**

Please tell us about your past and current employment including any voluntary work (*please list most recent first*):

Employer name and address	Date from	Date to	Job title and description	Reason for leaving

**4. Skills and Experience**

Please tell us about any previous skills and experience relevant to the role you're applying for:

What personal attributes could you contribute to the role?

Please outline below any other information that you feel is relevant to this application:

## 5. Other Information

If selected for interview do you require any special arrangements to be made on account of a disability?

Yes  No

If yes, please give 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 fulfil our obligations under the Equality Act 2010:

Have you any convictions that are not spent under the Rehabilitation of Offenders Act?

Yes  No

If yes, please provide further details. As this post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, both spent and unspent convictions must be declared.

## 6. References

Please provide details of two people who would be willing to provide a personal reference. If you are currently working, (paid or voluntary) one of these should be your present employer.

Referee 1		Referee 2	
Full name		Full name	
Relationship		Relationship	
Phone number		Phone number	
Address		Address	
Email address		Email address	
Please tick if you do not wish us to contact this referee prior to interview <input type="checkbox"/>		Please tick if you do not wish us to contact this referee prior to interview <input type="checkbox"/>	

## 7. 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.

Signed: ..... Date: .....

The information provided by you on this form may be processed for purposes permitted by the General Data Protection Regulation. You have, on written request, the right of access to personal data held about you. Heatree treats personal data collected during the recruitment process in accordance with our Data Protection Policy. For our full Privacy Policy please visit [www.heatree.org](http://www.heatree.org)