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| GROUNDWORKGREATER MANCHESTER  |  |  |
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|  | Job Application Form |  |
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Please complete this Job Application Form & email it to gmrecruitment@groundwork.org.uk

### YOUR DETAILS

|  |  |
| --- | --- |
| First name:  | Surname:  |
| Address: | Home telephone:  |
| Mobile telephone: |
| Email address: |
| Position applied for: |
| How did you find out about this post? | [ ]  Actively looking for jobs on the Groundwork website | [ ]  Browsing a job listings website (eg Indeed / Reed) |
| [ ]  Contacted by a recruiter about the job | [ ]  Follow Groundwork on social media and saw post about the job | [ ]  Friend / family shared the job |
| [ ]  I am a current or past employee | [ ]  I am a current or past learner / participant / volunteer  | [ ]  Networking / suggestion from colleague |
| [ ]  Other. Please tell us: |

### EDUCATION – Please give details of your full time education since the age of 15.

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| --- | --- |
| Name of School, College or University | Qualifications |
|  |  |

Please give details of any other courses attended and qualification, if any, achieved.

|  |  |
| --- | --- |
| Name and place of course | Qualification |
|  |  |

### EMPLOYMENT HISTORY

Please give any details of jobs you have held starting with your present of most recent employer and work backwards in chronological order. Include in this any periods of military service, registered unemployment and temporary/voluntary employment.

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| --- | --- | --- |
| Dates | Employer’s name, address, type of business, salary and notice required. | Position held, duties, responsibilities and reason for leaving. |
| From | To |  |  |
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### ADDITIONAL INFORMATION

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| Please describe why you feel you are suited to the position: *(e.g. personal attributes, relevant experience etc, referring to the job description and/or person specification).* |
| Do you possess a current full driving licence? Yes [ ]  No [ ] (If relevant to the post) |
| Groundwork welcomes applications from all individuals. We offer a guaranteed interview for applicants with a disability and for veterans, who meet the essential criteria for the role.Do you require a guaranteed interview as described above? Yes [ ]  No [ ] Please give details of any assistance or support you would require before or during an interview: |
| Have you ever been convicted of any criminal offence relating to children or vulnerable adults? Yes [ ]  No [ ]  |
| Please give details of any voluntary organisation, committee, council, or professional bodies with which you are involved: |

### REFEREES

Please give details of two people (not relatives) that we could approach for references, one of which should be your current or most recent employer. We will not contact your referees unless an offer of employment has been made and accepted.

|  |  |
| --- | --- |
| REFERENCE 1 | REFERENCE 2 |
| Name:  | Name:  |
| Job title:  | Job title:  |
| Address:  | Address:  |
| Email Address:  | Email Address:  |
| Tel No:  | Tel No:   |
| Capacity in which you are known to the referee:  | Capacity in which you are known to the referee:  |
| Do you agree to this referee being contacted if an offer of employment is to be made? | Do you agree to this referee being contacted if an offer of employment is to be made? |
|  | YES |[ ]  NO |[ ]   | YES |[ ]   NO |[ ]
| Under the General Data Protection Regulation (GDPR), Groundwork is required to notify applicants and prospective employees how their data will be collected, processed, transferred, stored and disposed of. For further details please refer to Groundwork’s Privacy Policy, available on our website. All of this application form except the equal opportunities monitoring form will be retained by Groundwork for a maximum of six months, unless you are the successful applicant for the post, in which case the application form will become part of your employee record. Some of the data you provide is considered to be Sensitive Personal Data under GDPR. This information will be used to assist us with recruitment monitoring. It will be separated from the application form. Non-identifiable statistical equal opportunities information will be held electronically. **By signing this form you are giving consent to Groundwork to use this data in the way described above.** *I confirm that the information I have given on this form is correct and complete and that misleading statements may be sufficient for cancelling any agreements made. I confirm I have the right to work in the UK and am not subject to immigration control under the Immigration, Asylum and Nationality Act 2006***Signed (please state name):****Date:**  |

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Please ensure that you have read and checked this Application Form thoroughly prior to submission ensuring that you have followed the instructions carefully.