



CONFIDENTIAL

APP REFERENCE:

Branch name: RSPCA NOTTM & NOTTS BRANCH

Application form

POSITION APPLIED FOR : Branch Administration Assistant

Personal details

Title (Mr/Mrs/Miss/Ms/Dr): _____ Other: _____

Surname: _____

Forenames: _____ Preferred name: _____

Address: _____

Postcode: _____

Home tel no: _____

Home email address: _____

Work tel no (if convenient): _____

Mobile tel no: _____

Education and training details

Secondary school/further education	Dates		Examinations gained with grades
	From	To	

Press tab key to create a new row or click on the next field to continue through form.

Please give details of additional qualifications or vocational training (with dates where possible).
 Please also give details of any professional qualifications and membership of any professional bodies, where relevant.

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Employment details

Present or most recent employment			
Name and address of employer and nature of business	Date joined	Date left (if applicable)	Notice required (if applicable)

Current/most recent position held:

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Details of duties and responsibilities:

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Reason for leaving/wishing to leave:

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Previous employment

Dates		Employer's name	Job title and details of responsibilities	Reason for leaving
From	To			

Press tab key to create a new row or click on the next field to continue through form.

Spare time activities/interests

Do you have any business interests or spare time activities or interests related to animals or animal welfare? If yes, please give details

Yes No

Supporting evidence

Please indicate your reasons for applying and suitability for the post using the *person specification* provided.

Please continue on a separate sheet if necessary and use examples where possible.

Please ensure additional sheets detail your name, and the role you are applying for and are attached to your application.

Other details

Do you hold a full current UK driving licence? Yes No
(Please answer only if driving is essential for the role.)

Do you have any other restrictions on your driving licence? Yes No
If yes, please give details
(Please answer only if driving is essential for the role.)

Rehabilitation of Offenders Act 1974

Have you been convicted of any criminal offence which is not 'spent' under the Rehabilitation of Offenders Act 1974? Yes No

For some roles you will be required to declare details of all convictions including those regarded as being 'spent' under the Rehabilitation of Offenders Act 1974. You will be provided with further information if this applies to you.

Asylum and Immigration Act 1996

Are you currently eligible for employment in the UK? Yes No

In order to comply with the Asylum and Immigration Act 1996, any offer of employment will be subject to provision of documentation showing your entitlement to work in this country.

If eligibility to work in the UK is for an agreed duration, please confirm the expiration date of your permit/visa.

Please note, if you are not eligible to work in the UK we cannot progress your application.

Health assessment

To fulfil our responsibilities under the Health and Safety at Work Act 1974 and ensure offers of employment do not present any particular risks from a medical point of view some formal offers of employment may require the subsequent completion of a health assessment questionnaire and medical examination (where necessary).

If you are likely to need any reasonable adjustments for the interview process, please contact the Branch. Please do this under separate cover, by way of sealed note or confidentially marked email.

References

Please give the names and addresses of at least two employment referees, one of whom should be your current or most recent employer. These should if possible cover a period of at least five years. The Branch reserves the right to contact your previous employers before an offer of employment has been made. Unless your permission is granted, your present employer will not be approached until an offer of employment has been made.

	Current/most recent employer	Previous employer	Previous employer
Name			
Position			
Organisation			
Address			
Postcode			
Tel no			

Confirmation of application details

I confirm that the details I have provided on this form are correct to the best of my knowledge and I understand that any contract of employment will be jeopardised if I have misrepresented or omitted any relevant information. I understand if I am appointed information divulged in applications and forms for employment will be kept on file (both manual and computer) for recruitment, monitoring and employment purposes. Information will be stored securely in line with the Data Protection Act 1998.

I consent that if I am the successful candidate I may be subject to a health assessment as a condition of employment.

Signed:

(Can be signed at interview if sending application by email.)

Date:

Print name:

Please return this application form to the address below.

RSPCA Nottingham and Notts Branch
137 Radford Road
Hyson Green
Nottingham
NG7 5DU

Closing date: Friday 15th February

You may email your application to the email address:

jo@rspca-nottinghamandnotts.org.uk



Royal Society for
the Prevention of
Cruelty to Animals

Nottingham and Notts Branch
Website: www.rspca-nottinghamandnotts.org.uk

Registered charity no: 255763