

CONFIDENTIAL**GUIDANCE NOTES FOR APPLICANTS****Personal Details**

Enter your details fully and clearly so we may contact you about your application.
You are not asked about your age on this form.

Employment Details

We are interested in all of the employment you have undertaken. If you have not had a permanent job, please give details of any other employment you may have had such as work experience, part time, voluntary or holiday work. It is important that gaps in your work history are fully explained on the form.

Educational History

Please give details of your qualifications and relevant training courses. Look at the person specification to see what qualifications/training are essential. In some cases, you may have gained qualifications and attended training which, while not essential, are relevant to the job. We are interested in any form of education you have followed, including any courses which did not lead to an examination or qualification. We will consider equivalent education/qualifications gained overseas or as part of a vocational training scheme.

Reasons for Applying for the Post

This is the section where you tell us why you think you can do the job. You should think very carefully before completing this section and refer to both the job description and person specification. Use this space to provide evidence of your relevant experiences, skills and knowledge by giving specific examples and demonstrating how you meet the person specification.

References

Give the names and addresses of two referees. One must be from your most recent employer or from your recent place of education. References from voluntary employment are also acceptable if you have yet to be in paid employment.

Other Details

The Trust guarantees to interview applicants with disabilities if they meet the essential criteria of the job. Disability is defined by section 6 of the Equality Act 2010 as 'a physical or mental impairment which has substantial and long-term adverse effect on a person's ability to carry out day to day activities. Please let us know the nature of any additional assistance you may require of us when attending the selection process.

Data Protection

The information you have supplied on this application form may be processed by computer or form the basis of manual records.

Equal Opportunity Statement

The Box Moor Trust is committed to the concept and practice of equality of opportunity to the facilities offered by the Trust and all aspects of the Trust's work. We believe that everyone is entitled to equality of opportunity, irrespective of race, colour, ethnic or national origin, religious beliefs, gender, sexual orientation, disability, age or marital status.