

Plymouth Drake Foundation
Plymouth Science Park
1 Davy Road
Derriford
Plymouth PL6 8BX



Tel: 01752 764455

Email: office@plymouthdrakefoundation.co.uk

JOB APPLICATION FORM

Position applied for

PERSONAL DETAILS

Surname: First Name:

Title: Mr/Mrs/Miss/Ms/Other _____

Address:

Postcode:

Home Telephone No: Mobile:

Email Address:

CAREER HISTORY

This should be completed in full – please also provide a CV

Name of current employer:

Address of current employer:

Position held:

Date employment commenced:

Reason for leaving:

Name and Address of previous employers – most recent first	Position held	Dates employed and reason for leaving

INFORMATION TO SUPPORT YOUR APPLICATION

Please detail here your specific reasons for this application, your main achievements to date and the strengths you would bring to this post in relation to the criteria specified in the job description and any other information relevant to your application (continue on the supplementary sheet or separate sheets if necessary)

Empty space for providing application details.

REFERENCES

Please give the names of two people from whom references can be obtained. At least one of these should be your present or most recent employer (if applicable) and from someone who is in a position of authority.

Reference 1

Full Name: Title: Mr/Mrs/Miss/Ms/Other _____

Company: Position:

Address:

Postcode: Telephone Number:

Email address:

May we contact this person prior to an interview? Yes No

Reference 2

Full Name: Title: Mr/Mrs/Miss/Ms/Other _____

Company: Position:

Address:

Postcode: Telephone Number:

Email address:

May we contact this person prior to an interview? Yes No

OTHER INFORMATION

Are you legally entitled to work in the UK? Yes No Do you require a work permit? Yes No

The Asylum and Immigration Act 1996 requires us to seek proof of your right to work in the UK. If you are invited for an interview, and are successful, you will need to provide the original of one of the following:

Evidence of NI No. e.g. P45 / P60 / old pay slip or your Passport / Work Permit / Certificate of Registration / Certificate of Naturalisation as a British Citizen

Do you consider yourself to have a disability? Yes No

Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process

Data Protection Act

You are advised that information given on this application form will be held on computer and will be routinely processed for recruitment purposes.

If you are successful your personal data will be stored on computer and will be used to produce a contract of employment and other employment documents. It will be supplied to outside bodies where there is a statutory obligation to do so. You are at liberty to see information held about you on computer or manual files, with the exception of confidential references.

When can you start work for us? _____

DECLARATION

I confirm that the above information is complete and correct and that any untrue or misleading information will give the employer the right to reject my application, to withdraw any employment contract offered or, if employed, dismiss without notice.

I also confirm that I am able to produce evidence of my right to work in the United Kingdom (you will be asked to bring this with you if you are invited for interview).

Signature: _____

Date: _____

Please return this application and any other supporting documents to:

The Office Manager,
Plymouth Drake Foundation
Plymouth Science Park
1 Davy Road
Derriford
Plymouth PL6 8BX

Or by email to office@plymouthdrakefoundation.co.uk

INFORMATION TO SUPPORT YOUR APPLICATION (Continued)