

**JOB APPLICATION FORM**

Please return this form, preferably via email, to the Chair luke@dementiafriendlykeighley.org.uk , or

submit in a sealed envelope addressed to the Chair at

DFK, 6 College Walk, Airedale Shopping Centre, Keighley, BD21 3NU

**no later than** **5pm on Friday, 26th August 2022**

Details entered on this form will be held in the IT system of DFK. They will be destroyed once short-listing, interviews and appointment has been confirmed unless we ask for your explicit permission to hold on to your details in case of future job recruitment or you are the person appointed.

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Title** |  |
| **First Name** |  |
| **Surname/Family name** |  |
| **UK National Insurance Number** |  |
| **Home address** |  |
| **Postcode** |  |
| **Landline telephone** |  |
| **Mobile telephone** |  |
| **Email address** |  |
| **If you are related to a Trustee, or have a relationship with a director or employee of Dementia Friendly Keighley please state the relationship** |  |
| **Post Applied for** |  |

**Previous Employment**

Please record below the details of your previous employment, beginning with the most recent.  Up to two previous jobs can be entered here.  If required, please provide additional information regarding your employment on a separate sheet.

**Previous Employer 1***(current or most recent)*

|  |  |
| --- | --- |
| **Employer Name** |  |
| **Address** |  |
| **Job Title** |  | **Grade/salary** |  |
| **Date from:** |  | **Date to:** |  |
| **Description of your duties and responsibilities** |  |

**Previous Employer 2**

|  |  |
| --- | --- |
| **Employer Name** |  |
| **Address** |  |
| **Job Title** |  | **Grade/salary** |  |
| **Date from:** |  | **Date to:** |  |
| **Description of your duties and responsibilities** |  |

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| --- |
| **If you have any gaps within your employment history, please state the reasons for the gaps below.** |
|  |

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| --- |
| **Education & Professional Qualifications**  |
| **Subject** | **Qualification** | **Place of Study** | **Grade/ result** | **Date obtained** |
|  |  |  |  |  |

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| --- |
| **Training courses that you have attended or details of courses that you are currently undertaking, together with the date completed or to be completed** |
| **Course Title or qualification** | **Training provider** | **Course duration** | **Grade/ result** | **Date obtained** |
|  |  |  |  |  |

**Reasons for applying for this post:-**

|  |
| --- |
| In this box please give your **reasons for applying for this post** and additional information which shows **how you match the person specification for the job**. This can include relevant skills, knowledge, experience, voluntary activities and training etc. |
| *(please continue on a separate sheet if you wish)* |

I declare the information in this form is true and complete.  I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation.  Where applicable, I consent that the organisation can seek confirmation regarding any details included on this form.

|  |  |
| --- | --- |
| **Signature** | *(place an “X” here if you are sending this form electronically)* |
| **Date** |  |

NB: y*ou will be required to personally sign this form if we offer you employment with us*