**Application Form**

**Please answer all the questions on this form and when you have finished email it to us at** [**recruitment@otrbristol.org.uk**](mailto:recruitment@otrbristol.org.uk)

**Part 1. PERSONAL INFORMATION**

|  |  |
| --- | --- |
| **Position Applied For:** | |
| **Full Name:** | **Email:** |
| **Address:** | **Phone:** |
| **Are You Over 18? Yes / No** | |
| **Are You Eligible To Work In The UK? Yes / No** | |
| **Where did you hear about this role?** | |
| **Do you have a current driving license and access to appropriate transport?** | |

**Part 2. REFEREES**

**We won’t contact your referees until after we’ve made you an offer of employment. One of them must be your current or most recent employer.**

|  |  |
| --- | --- |
| **Full Name:** | **Full Name:** |
| **Relationship To You:** | **Relationships To You:** |
| **Occupation:** | **Occupation:** |
| **Address:** | **Address:** |
| **Email:** | **Email:** |

**PART 3. EDUCATION & TRAINING**

**Be sure to include training as well as formal education. We’re interested in all of it!**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date (From-To)** | **Institution** | **Subject** | **Qualification** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**PART 4. EMPLOYMENT**

**Include any voluntary experience here as well as any gaps in employment for things like travel, family or sickness.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date (From-To)** | **Employer** | **Role** | **Reason For Leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**PART 5. PERSONAL STATEMENT**

Tell us why you are a good fit for the role. Be sure to use the person specification to write your statement and please don’t write more than 1200 words.

|  |
| --- |
|  |

**Part 6. VALUES**

**Please choose five values from the selection below that best describe you. To choose, please delete the values from the table you are not choosing.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Accommodating** | **Inclusive** | **Thoughtful** | **Supportive** |
| **Open** | **Resourceful** | **Resilient** | **Communicative** |
| **Independent** | **Imaginative** | **Motivated** | **Adaptable** |

**Part 7. REHABILITATION OF OFFENDERS ACT**

**Do you have any unspent criminal convictions?** All appointments at OTR are made subject to a DBS check.

|  |
| --- |
| **If ‘Yes’, please list below…** |

**Part 8. DECLARATION**

**If your application is successful and you are invited to an interview, we may keep your application on file for 6 months after the interview date for any future recruitment that may be suitable. Please indicate if you are happy for your application to be kept on file.**

**Yes / No**

**I declare that the information in this application is true to the best of my knowledge and that any misrepresentation may result in any offer of employment being withdrawn.**

**Signed: Date:**