



## Arc Application Form

Full name:	
Postal address:	
Email address:	
Telephone:	
Where did you see the position advertised?	

<b>Previous Experience</b>		
List all your paid employment roles in reverse chronological order - i.e. your most recent job first. Include any voluntary work experience relevant to the role. For part-time roles, include the number of days / hours worked each week. Add further boxes if necessary.		
Start & Finish Date (month and year)	Job title and organisation	Brief details of role & responsibilities
		Reason for leaving:
		Reason for leaving:
		Reason for leaving:
		Reason for leaving:

		Reason for leaving:
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Please explain any gaps in your employment history:

<b>Education and Training</b> (including relevant work-based training)		
Dates	Name of education or training organisation	Qualification gained

**Convictions**

Do you have any convictions that are not spent under the Rehabilitation of Offenders Act 1974?  
Please note that a DBS check will be made prior to appointment.

Yes       No

If **yes** please give details:

## Equal Opportunities

All applicants who meet the requirements advertised will be given fair and equal consideration, regardless of race, sex, colour, creed, nationality, ethnic origin, marital status, sexual orientation, religion, age or disability.

If you have a disability please tell us about any adjustments we may need to make to assist you at interview:

## References

Please give details of **two people** who can verify or confirm your employment record and / or education record. If you are currently employed, one referee should be your present employer. Please note: we will not seek references unless your application is successful.

Name	Organisation	Telephone	Email
How long has this person known you and in what capacity?			

Name	Organisation	Telephone	Email
How long has this person known you and in what capacity?			

**Any offers of employment are subject to prospective employees being eligible to work in the UK. Proof of being able to work in the UK is a requirement.**

## Supporting Statement

Having read the job description and person specification, explain why you think you are suitable for this post. We will shortlist applications using the person specification, so please use that to structure your response.

**Please note: use font size no smaller than 11 points; any statements longer than two sides of A4 paper will not be shortlisted.**