[Applicants reference no. \_\_\_\_\_\_\_\_\_\_\_ (office use only)]

**APPLICATION FORM**

Please complete in black ink or typescript. We welcome applications from all ethnic groups. If you require any special assistance or facilities in order to complete this form or throughout our selection process, please advise us so that we can make the necessary arrangements and adjustments.

If you are unable to make the advertised interview date, please inform us of this when you send in your application form.

**Please return form to** Jenny George

E-mail: [jenny@george@gmail.com](mailto:jenny@george@gmail.com)

**Post Title:**

**Personal Details:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Surname |  | | | | Title |  |
| First name |  | | | | | |
| Address |  | | | | | |
| Contact  Telephone |  | Email address |  | | | |
| Do you have any criminal convictions, which are not treated as spent under the provisions of the Rehabilitation of Offenders Act 1974 (YES/NO) | | | |  | | |
| Are you eligible to remain and work full time in the UK (i.e. hold a valid work permit or via eligible nationality? (YES/NO) | | | |  | | |
| **Please note:** Any offer of employment will be subject to you having the necessary authorisation to work in the applicable jurisdiction | | | | | | |

**References:** (at least one of these should be from your present or most recent employment)

First Referee:

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Position |  |
| Address |  | | |
| How Known to you |  | Email Address |  |
| Telephone number |  |  |  |
| Can this person be contacted prior to interview? (YES/NO) | | |  |

Second Referee:

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Position |  |
| Address |  | | |
| How Known to you |  | Email Address |  |
| Telephone number |  |  |  |
| Can this person be contacted prior to interview? (YES/NO) | | |  |

**Vacancy details:**

|  |  |
| --- | --- |
| Where did you hear about this vacancy? |  |
| Have you applied to INTRAC before? |  |
| If you answered ‘yes’, please tell us for which position you applied |  |
| Present or most recent salary |  |
| When would you be available to start work? |  |

**Declaration**

By signing this application, you consent to the holding of personal data by INTRAC. In addition, if you are recruited by INTRAC, you consent to the processing of personal data by INTRAC, provided by you, for all purposes relating to your employment, subject to the provisions of the Data Protection Act.

I confirm to the best of my knowledge that the information given on this form, and the supporting application documents, is correct and can be treated as part of any subsequent contract of employment

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |
| **Please indicate any dates when you would not be available for interview** | |  | |

***Thank you for taking the time to complete this application form.***