**Bike for Good Application for Employment**

The information that you supply in this application form will enable us to decide whether to invite you to an interview. Whilst all sections may not be relevant to you personally, you should complete the form as fully and as accurately as possible to enable your application to be given full consideration.

|  |  |  |
| --- | --- | --- |
| Application for the post of | **Workshop Technician** | |
| **Personal Details** | | |
| First Name (s) |  | |
| Preferred name |  | |
| Family Name (surname) |  | Mrs / Miss / Ms / Mr/ Dr/ Mx / Other/none |
| Home Address |  | |
|  | |
|  | |
| Post Code |  |

|  |  |
| --- | --- |
| Please state where you saw the advert for this post |  |
| Contact Details | Please provide the following contact details on which we may contact you with discretion and which a message can be left. |
| Home: | Mobile: |
| Email: | |
| The information provided within your application form will be processed in accordance with the General Data Protection Regulation (GDPR). To view our Privacy Policy, please go to <https://www.bikeforgood.org.uk/policies/privacy-policy/> | |
| Candidate Declaration: | |
| I have read this application form fully, and I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading or that I have withheld any relevant information, my application may be disqualified or if I have already been appointed, I may be dismissed without notice. | |
| Full Name(Print): | |
| Signature: | |

**Referees:**

|  |  |
| --- | --- |
| Please give details of two referees. They should be qualified to comment on your ability and experience for this appointment and should include a referee from your current or most recent employer. We do not accept references from family members.  **Referees will not be approached prior to a conditional offer being accepted.** | |
| Name:  Job title:  Company:  Address:  Postcode:  Email:  Tel No: | Name:  Job title:  Company:  Address:  Postcode:  Email:  Tel No: |

**Post applied for……………………………………………………………**

* **GENERAL EDUCATION / QUALIFICATIONS** (Please give details of relevant education)

|  |  |  |
| --- | --- | --- |
| Dates | Institution | Qualifications Obtained |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* **TRAINING COURSES** (Please give details of relevant work-related training courses)

|  |  |  |
| --- | --- | --- |
| Course Date (s) | Course Title and areas covered | Course provider |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

* **MEMBERSHIP OF PROFESSIONAL BODIES**

|  |  |  |
| --- | --- | --- |
| Organisation | Membership Status | Membership Number |
|  |  |  |
|  |  |  |
|  |  |  |

* **Employment History**
* **Current (or most recent) Position and Employer**

|  |  |
| --- | --- |
| Employer: |  |
| Dates employed (month and year) |  |
| Current Salary and Benefits |  |
| Current Position |  |
| Main duties: | |
|  | |
| Reason for Leaving | |
|  | |

* **Notice period**

|  |  |
| --- | --- |
| Please state the period of notice required to terminate present employment: |  |

* **PREVIOUS POSITION/S (Continue on a separate sheet if needed)**

|  |  |  |
| --- | --- | --- |
| Date (s) | Employer | Post Occupied and Main Duties |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**5. STATEMENT IN SUPPORT OF APPLICATION**

Important: Please read the accompanying Job Description and Person Specification within the Job Pack carefully and tell us how your work and other experience, education, and training match the job requirements, giving examples where possible. Should you require additional space, please continue on the following page.

|  |
| --- |
|  |

We would request that you complete our Equal Opportunities survey at:

[Bike for Good\_Equal Opportunities Form](https://docs.google.com/forms/d/e/1FAIpQLSfPhFxwCPrgMlhtJ8J1B9Rkoiy5S7Y67DrHQcUC8pH_B_Mbgg/viewform?usp=sf_link)

6. **INTERVIEW ARRANGEMENTS AND AVAILABILITY**

|  |
| --- |
| Important: If you have a disability, please tell us if we can make any reasonable adjustments to help you with your application or our recruitment process.  If selected for an interview, you may be asked to bring the original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies. |

**7. RIGHT TO WORK IN THE UK:**

|  |
| --- |
| The Immigration, Asylum and Nationality Act 2006 makes it an offence to employ anyone who is not entitled to live or work in the EU. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the EU. Appropriate documentation may include the original of your current passport, visa, birth certificate or any other document [or combination of documents] indicated by the Act.  Do you currently have the right to work and live in the UK? **YES/NO** (please delete as appropriate) |
|

**8. DRIVERS LICENCE**

|  |
| --- |
| Do you possess a full current driving licence? **YES/NO** (please delete as appropriate)  Do you have access to a car for work purposes? **YES/NO** (please delete as appropriate)  Are you insured for Business purposes? **YES/NO** (please delete as appropriate) |
|
|

**9. DISCLOSURE SCOTLAND - PVG (PROTECTING VULNERABLE ADULTS) SCHEME**

|  |
| --- |
| Do you possess a PVG? **YES/NO** (please delete as appropriate)  If YES, can you please provide us with your PVG Number:  …………………………………………………….. |
|
|

**10. RELATIONSHIP TO STAFF MEMBERS:**

|  |
| --- |
| If you are related to anyone who works or volunteers for us or to any of our Board members, please provide details: |

**11. REHABILITATION OF OFFENDERS ACT 1974**

|  |
| --- |
| The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become spent or ignored after a ‘rehabilitation period’. Excepted posts are those to which the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 applies. You may be entitled to withhold information about convictions that are ‘spent’ under the provision of the act. In the event of employment, any failure to disclose could result in dismissal or disciplinary action by your employer. |

**12. CANVASSING**

|  |
| --- |
| Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after the appointment, you will be liable to dismissal. |

**When completed, this form must be returned by e-mail to:** [**Laura.ferguson@bikeforgood.org.uk**](mailto:Laura.ferguson@bikeforgood.org.uk) **with the job title in the subject line**

*If returning the application form by email please note that there is no need to post a hard copy. If shortlisted, you may be asked to sign your application form at the interview.*

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