

Application for Employment

Post Applied for: Benefits Officer
Closing date: October 24th
Interview date:

Notes for completion:
 Please complete this form in
 black ink or typed script
 Additional sheets may be attached.
 Please complete all sections.



1. Personal Details

Surname:	First Names:
Address:	Home Phone Number:
	Work Phone Number:
	Email Address:
Do you have a full current driving licence?	Do you own or have access to a car? Yes/No

2. Education and Qualifications

Secondary School/College/University	Dates; From To	Qualification:	Grades:

2. Education and Qualifications cont.			
Secondary School/College/University	Dates: From To	Qualification:	Grades:

3. Present/Previous Employment and Voluntary Work (most recent first)			
Dates To From	Name and address of Employer	Job Title and brief outline of responsibilities	Reason for leaving

3. Present/Previous Employment and Voluntary Work (most recent first) Cont'd			
Dates To From	Name and address of employer	Job Title and brief outline of responsibilities	Reason for leaving

4. Information in Support of your Application

- 1) Please explain why you are applying for this vacancy and your reasons for considering a change of job (if currently employed).
- 2) Give details of relevant qualifications, experience (including voluntary work and courses attended).
- 3) What skills and personal qualities can you bring to this post? (Please refer to job description and person specification.) Continue on a separate sheet if necessary.

5. Interests
What activities outside of work interest you?

6. Criminal Convictions
Do you have a criminal record, including any pending convictions? All information given will be used only to assess the applicants' suitability for the post and that they will be considered on merit and ability.

7. References	
Name:	Name:
Address:	Address:
Email address and telephone number:	Email address and telephone number:
Position in organisation:	Position in organisation:
May we contact this referee prior to interview?	May we contact this referee prior to interview

8. DECLARATION	
I declare that the information given on this application form is to the best of my knowledge true and complete.	
SIGNED	DATE

The Balsam Centre follows Safer Recruitment procedures. We ensure that all appropriate measures are applied in relation to everyone who works in the Centre and who is therefore likely to be perceived by the children as a safe and trustworthy adult. DBS and Barred List checks will be undertaken for all posts that are deemed regulated activity, and for all other posts an enhanced DBS check will be undertaken unless they are supervised roles that are deemed not to meet the definition of regulated activity

Please return this form to: hr@balsamcentre.org.uk

The Balsam Centre, Balsam ParkWincanton, Somerset, BA9 9HB.
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Company Ltd by guarantee in England and Wales Number 3898170