**Personal Information**

|  |  |
| --- | --- |
| **Full Name:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Phone Number:** |  |
| **Email Address:** |  |
| **Do you have the legal right to work in the UK?** |  |
| **Will you now or in the future require sponsorship for employment visa status?** |  |

**Employment History (Current/ Most Recent First)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name & Address of Employer** | **Job Title and Main Duties (state if full/part-time or****voluntary)** | **Dates of Employment** | **Reason for leaving** |
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**Education and Qualifications (Most Recent First)**

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| --- | --- | --- | --- |
| **Institution Name:** | **Qualification Obtained:** | **Dates** | **Grades** |
|  |  |  |  |
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|  |  |  |  |

**Professional Development**

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| --- | --- | --- | --- |
| **Relevant Courses, Training, and Certifications:** | **Course/Certification Name:** | **Institution/Provider:** | **Date Completed:** |
|  |  |  |  |
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**Supporting statement**

**Please tell us why you applied for this job and why you think you are the best person for the job (Please address the main requirements in the Job Specification).**

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**Please indicate if you know any existing employees, trustees or directors of EIA and if so how you know them, ‘know’ refers to any relationship, however remote.**

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**References**

**Please give the names and contact details of 2 people who we can ask to give you a reference, one of them should be your current or most recent employer. We may ask them before an employment offer is made, however, we will not ask your current employer until we get your permission.**

|  |  |
| --- | --- |
| **Referee 1**  | **Referee 2** |
| **Name:** | **Name:** |
| **Position:**  | **Position:**  |
| **Address:**  | **Address:**  |
| **Phone number:** | **Phone number:** |
| **Email:**  | **Email:**  |
| **Type of reference** | **Type of reference** |

**Can we contact your referees before your interview?**

**Referee 1**

**Referee 2**

**Convictions/ Cautions**

**Do you have any convictions or conditional cautions which are currently unspent under the Rehabilitation of Offenders Act 1974 (you do not need to disclose anything that is 'spent')?**

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**Interview arrangements**

**Are there any reasonable adjustments that EIA should make if you are invited for interview?**

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**I declare that the information that I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed**

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**Data Protection**

**The information you provide on this form will be used for the purposes of recruitment and employment only and will be stored in accordance with the Data Protection Act 2018 and GDPR. By signing this application form, you consent to the processing of your personal data for these purposes.**

|  |  |
| --- | --- |
| **Your signature:**  | **Date:**  |

**Please send the application form and your CV to our Human Resources department:  HR@ eia-international.org**