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| Position Applied For: |  |

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| Application Form |

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| **Please complete & return:**  **via email to** [**jobs@lovetoride.org**](mailto:jobs@lovetoride.org)  Please complete the form legibly and return it on or before the closing date as specified in the advertisement. Late applications will not be considered. Continuation sheets may be added if necessary. Your eligibility for the position will be determined by the information you provide on this application form and any additional materials submitted. All information supplied will be treated with the strictest confidence. |

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| Section 1 Personal details |

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| Title: |  | Last Name: |  |
| **First Names:** | |  | |

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| --- | --- |
| Address: |  |
|  |  |

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| --- | --- |
| Postcode: |  |
|  | | |
| **Contact Telephone Number:** | |  |

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| --- | --- |
| **E-mail Address:** |  |

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| Are you eligible to work in the UK?  Please note proof of this right will be required before an offer of employment can be confirmed. | Yes |  | No |  |

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| --- | --- |
| Are you registered disabled? | **Yes**   **No** |

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| **If yes, do you require any special arrangements to be made to assist you if called for interview? Please provide details:** |
| **How did you learn of this vacancy?** |

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| **Section 2 Education** |

**Starting with the most recent, please list academic and professional qualifications, including any currently being pursued:**

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| **Date From** | **Date To** | **Name and Location of School/University** | **Examinations Taken and Qualifications Gained**  **(Specify Grades)** |
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| **Section 3 Training** |

**Please give details of any other qualifications, training courses or membership of professional bodies**

**that you see as relevant to this role:**

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| **Training:** | **Date:** | **Details:** | **Awards achieved (if applicable)** |
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| **Section 4 Employment Record** |

**Please state current notice period (if applicable) or date available to start:**

**Please include details of all employment history, starting with your current or most recent**

**employer. Please provide details of any gaps in employment. Challenge for Change reserves the**

**right to check employment information with any previous employer.**

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| **Name and Address:**    **Job Title:**    **Responsibilities & Achievements:**    **Date From:**       **Date To:**       **Salary:**  **Reason for Leaving:** |
| **Name and Address:**    **Job Title:**    **Responsibilities & Achievements:**    **Date From:**       **Date To:**       **Salary:**  **Reason for Leaving:** |
| **Name and Address:**    **Job Title:**    **Responsibilities & Achievements:**    **Date From:**       **Date To:**       **Salary:**  **Reason for Leaving:** |
| **Name and Address:**    **Job Title:**    **Responsibilities & Achievements:**    **Date From:**       **Date To:**       **Salary:**  **Reason for Leaving:** |
| **Name and Address:**    **Job Title:**    **Responsibilities & Achievements:**    **Date From:**       **Date To:**       **Salary:**  **Reason for Leaving:** |
| **Name and Address:**    **Job Title:**    **Responsibilities & Achievements:**    **Date From:**       **Date To:**       **Salary:**  **Reason for Leaving:** |

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| **Section 5 Personal Attributes** |

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| **Please use this section to demonstrate your ability to meet the requirements of the job by giving clear and concise examples of your relevant experience, skills and abilities, general and specialist knowledge, and any additional factors to support your application.** |

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| **Please tell us what other interests/hobbies you have away from the workplace:** |
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| **Why do you want to work with Love to Ride?** |

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| **Is there anything else that you feel will support this application?** |

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| |  | | --- | | **Section 6 References** |   **Please provide the names and addresses of your two most recent employers (if applicable).**  **NB. References will only be taken if you commence employment with us.** |

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| **Reference 1** |  | **Reference 2** |

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| --- | --- | --- | --- |
| **Name:** |  | **Name:** |  |

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| --- | --- | --- | --- |
| **Position:** |  | **Position:** |  |

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| --- | --- | --- | --- |
| **Work Relationship:** |  | **Work Relationship:** |  |

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| --- | --- | --- | --- | --- | --- |
| **Organisation:** |  | | **Organisation:** |  | |
| **Dates Employed:** | **From:** | **To:** | **Dates Employed:** | **From:** | **To:** |

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| --- | --- | --- | --- |
| **Address:** |  | **Address:** |  |
|  |  |  |  |
|  |  |  |  |
| **Postcode** |  | **Postcode** |  |

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| **Telephone No:** |  | **Telephone No:** |  |

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| **E-mail:** |  | **E-mail:** |  |

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| **Section 7 Declaration** | | | | |
| I confirm that the information provided in this application and any supporting documents is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false or misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file. | | | | |
|  | Signed: |  | **Date:** |  |
| An electronic signature will be fine.  Love to Ride undertakes that it will treat any personal information that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998. After initial assessment, Love to Ride may keep your details on file pending suitable opportunities that may arise in the future.  Please tick if you do not wish us to hold your details. | | | | |