|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| W:\Logo2012\RGB_GeneralUse\RGB on solid white background\sciencecouncil_logo_rgbLARGE.jpg  EMPLOYMENT APPLICATION FORM  For position of Registration and Licensing Manager | | | | | | | | |
| ***(The information on this page will not be seen by the short listing / interview panel)*** | | | | | | | | |
| **PERSONAL DETAILS** | | | | | | | | |
| Title:  Given name: | | |  | | | | | |
| Family name: | | |  | | | |  | |
| Home Address: | | |  | | | | | |
| Postcode: | | |  | | | | | |
| ***CONTACT DETAILS***  *Please provide the following contact details on which we may contact you with discretion.* | | | | | | | | |
|  | |  | | | | | | |
| Home: |  | | | Mobile: | |  | | |
| Work: |  | | | Email: | |  | | |
| Do you have any UNSPENT criminal convictions, including cautions? Yes  No  Please give details: | | | | | | | | |
| **DECLARATION BY APPLICANT**  I confirm that the information in this application form is correct. I understand that any false information or deliberate omissions which may impact upon or affect my ability to perform this role will disqualify me from employment or may render me liable for dismissal.  I agree that the information I have supplied can be stored in accordance with the Data Protection Act.  I consent to the Science Council (and their professional advisers) using and keeping information I have provided on this application form or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment.  I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that the Science Council will retain the form for 6 months after which time it will be destroyed. I agree that the Science Council may contact me in the event of there being any other vacancies for which I may be suitable.  We do continue to keep anonymous information for monitoring purposes principally to comply with anti-discrimination legislation. | | | | | | | | |
| Name (please print): | | | | | Signed | | | Date: |

at interview

***Application forms can be made available in alternative print formats upon request.***

**Employment History**

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid work. Please continue on another sheet if needed.

|  |
| --- |
| **Name and address of employer:**  **Dates of employment:**  **Job title and final salary:**  **Brief details of your responsibilities:** |
| **Name and address of employer:**  **Dates of employment:**  **Job title and final salary:**  **Brief details of your responsibilities:** |
| **Name and address of employer:**  **Dates of employment:**  **Job title and final salary:**  **Brief details of your responsibilities:** |

**Notice required in current post:**

**Qualifications and Training**

Starting with the most recent, please give details of your education, qualifications and training relevant to this application.

|  |  |  |
| --- | --- | --- |
| **Dates** | **Name of Education Institution or Training Provider** | **Qualifications obtained including grades, and/or training relevant to the application** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

***\*Please note, should you be offered employment we may ask you to provide evidence of relevant qualifications, dates gained and/or details of Awarding Bodies.***

|  |
| --- |
| **Skills, Abilities & Experience**  Please use the Job Description and the Person Specification to outline the skills, experience, knowledge and any other abilities you have gained that are relevant to the job for which you are applying. Examples can be from paid employment, unpaid/voluntary work and/or through your studies. Provide clear explanations of what you have done demonstrating the extent to which you believe your skills, abilities and experience meet the job requirements. **Please limit your statement to no more than 2 sides of A4 and do not attach your CV as this will not be considered.** |

|  |
| --- |
| Are you related to any current employee, or Board member of the Science Council? Yes/No  If 'Yes', please give details here: |

**References**

Please give the full details of **two** referees. These should be your two most recent employers, including your present employer where applicable. Personal or academic referees should be given only when there is no previous employer to which reference can be made.

|  |  |  |
| --- | --- | --- |
|  | **Reference 1** | **Reference 2** |
| **Name** |  |  |
| **Position** |  |  |
| **Address**  **(inc postcode)** |  |  |
| **Telephone** |  |  |
| **Email** |  |  |
| **Relationship to you** |  |  |

**Other**

|  |
| --- |
| **Please tell us where you saw job advertised** |
|  |

**Please complete this form in full electronically and send it to us:**

By email to [recruitment@sciencecouncil.org](mailto:recruitment@sciencecouncil.org)

OR

By post to: Recruitment, Science Council, Hodgkin Huxley House,   
30 Farringdon Lane, EC1R 3AW

Before: Friday 16th May

*Should you not receive an acknowledgement within 48 hours of sending please contact us on 020 3434 2020.*