Name of candidate:

Role applied for:

**Application - Section 2**

**(NB. All sections of the form are expandable to allow more lines of information)**

**A. Education and Training Details**

Please list details of your relevant educational and /or professional qualifications.

|  |
| --- |
| **Secondary, Further and Higher Education** |
| Name of educational establishment | Subjects studied | Qualification obtained(include grades) |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

|  |
| --- |
| **Professional/Other Qualifications and memberships** |
| Awarding body/qualification | Level/grade of membership | Date obtained |
|       |       |       |
|       |       |       |
|       |       |       |

|  |
| --- |
| **Occupational Training Courses**  |
| Dates | Details |
|       |       |
|       |       |

**B. Your Employment and Volunteering History**

|  |
| --- |
| Employment |
| Present or most recent position:       |
| Employer:       |
| Job Title:       | Start Date:       |
| Description of Job:       |
| Reason for Leaving:       |

|  |
| --- |
| Please list details of your previous three positions and any other posts held which you consider to be relevant. You may wish to include voluntary work if appropriate. |
| **Dates** | **Employer’s name, address and nature of business** | **Job title and main responsibilities** | **Reason for leaving** |
|  MM/YY  |       |       |       |
|  MM/YY  |       |       |       |
|  MM/YY  |       |       |       |
|  MM/YY  |       |       |       |
|  MM/YY  |       |       |       |
|  MM/YY  |       |       |       |
|  MM/YY  |       |       |       |

**C. Evidence of Relevant Experience**

Please tell us how your previous experience, knowledge, skills and training make you a suitable candidate for this role. Please refer to the Job Description and Person Specification to support your answer and tailor your evidence to the specific categories

|  |
| --- |
|       |

**D. References**

Please make sure that you provide the appropriate information or we will not be able to process your application.

Please provide at least 2 satisfactory employment references which cover a period of 3 years. These references will only be taken up if you are successful and are being offered the position.

**Referee 1: Current or most recent employer**

|  |  |
| --- | --- |
| Name: |       |
| Company or Organisation: |       |
| Position held: |       |
| Address: |       |
| Telephone number: |       |
| Email address: |       |

**Referee 2:**

|  |  |
| --- | --- |
| Name: |       |
| Company or Organisation: |       |
| Position held: |       |
| Address: |       |
| Telephone number: |       |
| Email address: |       |

**Referee 3:**

|  |  |
| --- | --- |
| Name: |       |
| Company or Organisation: |       |
| Position held: |       |
| Address: |       |
| Telephone number: |       |
| Email address: |       |

**E. Declaration**

Please read and sign below:

I hereby consent to the processing of sensitive data defined by the Data Protection Act 2018 involved in the consideration of this application.

I understand that if I am appointed, the application form will become part of my personnel file.

I declare that the information provided on this application form and on any accompanying documents is true, to the best of my knowledge and belief. I also understand that any misleading statement or deliberate omission of information may lead to the termination of employment or withdrawal of a job offer.

**Please check the box to say that you agree with the above:** [ ]

|  |  |
| --- | --- |
| Print Name:       | Date:       |

*Thank you for completing this form. We will be in touch to let you know
how your application is progressing.*

**Please return your completed form to:**

# Email: jobs@pancreaticcancer.org.uk

|  |  |
| --- | --- |
|  | **GUIDANCE NOTES** |
| **General points** |
|  |
| The application form is in 2 parts. Section 1 contains general personal information and Section 2 provides us with a background to your experience, knowledge and interest in the role. Section 1 will be detached from the rest of the application because it contains information that is Private & Confidential. |
|  |
| We would advise you to complete the application form electronically. If this is not possible please complete all the sections in BLACK INK and print clearly, bearing in mind that Section 2 of your application may need to be photocopied. |
|  |
| Please remember that there are a number of different sections on the form. Each of them will need to be completed or your application may not be considered. |
|  |
| Please make sure that you return your completed form to Pancreatic Cancer UK by the specified date. We will not be able to consider late applications. |
|  |
| **Section 1** |
|  |
| **1A Your Personal Details** |
| Please present and complete the information in this section clearly so that we are able to inform you of the outcome of your application.  |
|  |
| **1B Your Right to Work**  |
| Information relating to your right to work in the UK is essential. Please make sure you provide all the required information. We will need to see evidence of your right to work in the UK on the day of the interview. |
|  |
| **1C Criminal Convictions**  |
| We require you to complete this part of the form; failure to do so will invalidate your application.  |
|  |
| **1D Further Details** |
| These details provide us with some background information to your application |
|  |
| **1E Equal Opportunities Monitoring** |
| This form will only be used to provide statistics for monitoring purposes. Without this monitoring Pancreatic Cancer UK will be unable to measure whether its Equal Opportunities policy is working.Please read our Equal Opportunities statements below:In recruitment and employment, we actively seek the right mix of talent, skills and potential, promoting equality for all, and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications, experience and commitment to the values and purposes of the organisation. |

|  |
| --- |
| **Section 2** |
|  |
| **2A Education and Training Details** |
| Please provide the relevant information on all types of education and training. Please note, we will need to see your original certificates on the interview day. |
|  |
| **2B Employment and Volunteering History** |
| Please list, as well as your current job - past positions (both paid and unpaid) starting with the most recent and working backwards. Be sure to account for any gaps in your employment record. We acknowledge that voluntary experience can be equally as valuable as paid work which is why we are interested in hearing about your involvement with voluntary organisations, committees or councils etc.  |
| **2C Evidence of Relevant Experience** |
| Please use the Job Description and Person Specification to address how your previous experience, knowledge, skills and training demonstrate your suitability for this position. You may wish to use examples to support your answer. |
|  |
| **2D References** |
| Please give the names and contact details of three people who may be approached for references as to your suitability for the position. In order that we can process your references efficiently please provide us with the correct email address for each referee. |
| **2E Declaration** |
| By signing or completing the check box on the application, you are indicating that the statements you have made are true and complete. Making a false statement may affect your future employment with Pancreatic Cancer UK. If you submit your application in electronic form, you will need to complete the check box. If you submit your application in hard copy, you should sign and date the form.  |
|  |