**ROYAL COLLEGE OF SPEECH & LANGUAGE THERAPISTS**

**CONFIDENTIAL APPLICATION FORM**

***Please note that as part of our commitment to equality and diversity, we have decided to redact any personal information not relating to the role from applications prior to them being presented to the selection panel.***

|  |  |
| --- | --- |
| **Job Title of role applying for:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | | |
| **Title:** | **First Name:** | | | **Surname:** |
| **Address:** | | | | |
|  | | | | |
|  | | | | **Postcode:** |
| **Contact:** | **Home Tel:** | | | **Mobile:** |
| **Email Address:** | | | | |
| **EDUCATION AND TRAINING DETAILS** | | | | |
|  | | | | |
| Please give details of secondary education, further education and training courses attended, including qualifications. | | | | |
|  | | | | |
| **Schools/Colleges/Centres** | | **Courses/Exams/Training** | | |
|  | |  | | |
|  | |  | | |
|  | |  | | |
| **Prior Commitments Made/Holidays Booked:** | | | |  |
| **Notice Period/Earliest Start Date For Employment:** | | | |  |
| **EMPLOYMENT HISTORY** | | | | |
| **Current/Last Employer:** | | | | |
| **Address:** | | | | |
| **Position Held:** | | | **Dates: From**  **To** | |

|  |
| --- |
| **Responsibilities/Tasks Undertaken:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Annual Gross Salary:** | | | **Other Benefits:** | |
| **Your reasons for leaving or wishing to leave your current/last employer will be discussed with you at interview to ensure we are able to meet any career aspirations you may have.** | | | | |
|  | | | | |
| **PREVIOUS EMPLOYMENT** | | | | |
|  | | | | |
| Please give details of previous employment, including dates, positions, salaries, responsibilities and reasons for leaving (attach additional sheets if necessary). | | | | |
|  | | | | |
| **Length of Service** | **Name of Employer** | **Position and Responsibilities** | | **Salary** |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |

|  |
| --- |
| **ADDITIONAL INFORMATION** |
|  |
| **Statement in Support of Application**  Please read the job description and person specification carefully and make full use of this section to provide further information in support of your application as to how you meet the requirements of the post and your relevant experience. Please give examples of particular achievements and be sure to include:   1. the reasons why you are applying for the post 2. details of relevant experience gained either in a paid or voluntary capacity 3. details of any training, education or other interests relevant to the post*.* |
|  |
| **Rehabilitation of Offenders Act 1974**  You are not required to disclose convictions which are “spent”. Please note that “unspent” cautions, reprimands, final warnings or convictions will not necessarily disqualify you from the position.  Do you have any cautions, reprimands, final warnings or convictions that are not ‘protected’? **YES/NO**  Please provide details of any unspent cautions, reprimands, final warnings or convictions against you giving date, type of offence, sentence/fine imposed etc.  *Please note: If the position you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974, you will be required to complete a criminal records check, through the Disclosure and Barring Service. We will confirm if this is required during the interview stage.* |
| **If you require any particular arrangements when attending an interview please provide details here:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **REFERENCES** | | | | | |
|  | | | | | |
| Please give 2 references including your current or last employer. Please note that job offers are subject to receiving satisfactory references. References will not be taken prior to your interview. | | | | | |
|  | | | | | |
| **Reference 1** | |  | **Reference 2** | | |
| Name:  Job Title:  Organisation: | |  | Name:  Job Title:  Organisation: | | |
|  | |  | | |
|  | |  | | |
|  | |  | | |
| **Telephone:**  **Email:** | | **Telephone:**  **Email:** | | |
| **UNDERTAKING: (Please read and sign the following undertaking)** | | | | | |
|  | | | | | |
| **I confirm that the entries I have made on this application form are, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false statement on this form, any job offer could be withdrawn.**  **I authorise the Company to obtain references to support this application once an offer has been made and accepted, and release the Company and referees from any liability caused by giving and receiving information.**  **I agree to the processing of personal information, including sensitive information as defined under the General Data Protection Regulation (GDPR) 2018 that I may have identified or volunteered in the completion of this form.** | | | | | |
| **Signature:** |  | | | **Date:** |  |