



## GUIDANCE NOTES: Job Application Form

### Please read in full before completing the Application Form

- The application form plays an important part in the selection process; decisions to shortlist candidates for interview are based solely upon the information you supply on your form and the form provides a basis for the interview itself.
- Curriculum Vitae (CVs) alone will not be accepted. However, CVs will be accepted *in addition* to a fully completed application form.
- You may complete the form on a word-processor but please use the appropriate headings and format.

#### Section 1: Personal Details

- Please give your surname and initials. You are not, however, required to provide your preferred title and/or your forenames. If you have a title or other name you would like to be called (should you be called for an interview), you may at your discretion enter those details.

#### Section 2: Education and Professional Qualifications

- List membership of professional institutes, in-house courses and professional qualifications if applicable. Essential qualifications will be checked on appointment to a post.

#### Section 3: Present Post

- Please provide brief information in respect of responsibilities including reporting and management duties. This section should not be left blank unless the position you are applying for is your first job.
- Should you be selected for the role “your reason for leaving or wishing to leave” may be verified if we take references per Section 7 below.

#### Section 4: Previous Employment

- Do not simply list the duties of your jobs. Please give a brief explanation of the main duties of your previous jobs.
- Whilst you are not required to provide dates in relation to previous jobs it is important you confirm whether or not you have had material gaps in your employment. If you have, it would be helpful if you could provide relevant details.

#### Section 5: Relevant Skills, Abilities, Knowledge and Experience

- This section is vital.
- Think about what evidence you can provide to demonstrate you have the necessary skills, ability, knowledge and experience required.
- You may have acquired these in a variety of ways e.g. through work, running a home, voluntary work, hobbies etc.
- Address each of the criteria separately and briefly outline how you meet each one, providing specific examples.

#### Section 6: Other information

- A simple list will suffice unless positions held and the skills/experience attained are directly relevant to the position for which you are applying.

#### Section 7: References

- Should you be selected for the role we will want to take up referees as outlined below. However if possible we would like to do this earlier in the process.
- *Employment references* – please provide referee/s details to cover recent relevant employment.
- *Academic references* – if you are a school leaver or graduate entrant and do not have any previous employment history, please supply the details of a school/college tutor.
- *Personal references* – if you have no previous employment please give details of someone who can provide a character reference.
- We reserve the right to take up references from any previous employer.

#### Section 8: Declaration

- This section must be signed by the applicant. It is a declaration of the validity of the information in the application, and confirms that misleading information would be sufficient grounds for terminating of employment.

Please return your Application Form to: **Suzanne Hopkins, HR Coordinator UKSA, Arctic Road, Cowes, IOW PO31 7PQ** or Email: [hrrecruitment@uksa.org](mailto:hrrecruitment@uksa.org)



# Job Application Form

Title of post applied for:		Job Ref:	
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Before completing this form, **please read the accompanying guidance notes**. Please write clearly in **black** ink or type.

## Confidential

### 1. PERSONAL DETAILS (BLOCK CAPITALS PLEASE)

Surname:		Initials:	
Former surnames if different:		Preferred Name or Title (Optional):	
Address:	Tel No (home):		
	Tel No (business):		
	Tel No (mobile):		
	Fax No:		
<Town>	<Post Code>		
E-Mail address:		Nat. Insurance No:	
Nationality:		If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit.	
Do you need a work permit to be employed in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If you already have a work permit, when does it expire? (Please note that your current work permit may not be valid for this post.)	
Where did you learn of the post?			
Preferred work arrangements:	<input type="checkbox"/> Full-time <input type="checkbox"/> Job share <input type="checkbox"/> Term time only <input type="checkbox"/> 30 hrs a week		

### 2. EDUCATION AND PROFESSIONAL QUALIFICATIONS

(Original documents as proof of qualification will be required at interview.)

Secondary School / College / University	Dates		Examinations taken	Date	Result
	From	To			

Professional Qualifications currently held: how obtained, grade and date

Other relevant Educational or Training Courses, with dates

### 3. PRESENT POST

Title of Post:		Salary:	
Name of Employer:		Business of Employer:	
Address:		Date Commenced:	
		Date Ended (if applicable):	
<Town>	<Post Code>		
Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable):			
Reason for leaving or wishing to leave:			
Period of notice required to terminate present employment:			
Please notify us of any dates you are available for interview:			
Please give a clear indication of when you would be available to commence work:			

#### 4. PREVIOUS EMPLOYMENT

(Please use continuation sheet if necessary.)

Name and Address of Employers	Position held	Reason for leaving	Final salary
<Name of Employer> <Address 1> <Address 2> <Address 3> <Post Code>			
Description of duties:			

<Name of Employer> <Address 1> <Address 2> <Address 3> <Post Code>			
Description of duties:			

<Name of Employer> <Address 1> <Address 2> <Address 3> <Post Code>			
Description of duties:			

<Name of Employer> <Address 1> <Address 2> <Address 3> <Post Code>			
Description of duties:			

**5. PERSONAL STATEMENT:** Relevant skills, abilities, knowledge, experience your reasons for applying for this job

## 6. OTHER INFORMATION

What activities outside work interest you? (State any positions held you consider relevant.)

Do you hold a current driving licence?

Yes  No

Do you have access to a car?

Yes  No

### Disabilities

If selected for interview, do you require any special arrangements to be made on account of a disability?

Yes  No

If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and fulfill our obligations under the Equality Act 2010:

### Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

Have you any convictions that are not spent under Rehabilitation of Offenders Act?

Yes  No

If Yes, please provide further details:

As this post is covered by the Rehabilitation of Offenders Act 1974(Exceptions) Order 1975, both spent and unspent convictions must be declared.

Failure to declare the conviction(s) may disqualify you from the appointment or, result in summary dismissal when the discrepancy comes to light.

### Disclosure and Barring Service Check

You MAY be asked to apply for either a Standard or an Enhanced Disclosure (and Barring) Service Check. Information from this form is covered by the Data Protection legislation. Individuals have the right of access to personal data concerning them under the terms of the Data Protection Act. All information held will be treated in secure and confidential manner.

## 7. WATER SPORTS / YACHTING PREVIOUS EXPERIENCE / QUALIFICATIONS

	<b>OFFICIALLY RECOGNISED GOVERNING BODY QUALIFICATIONS &amp; EXPERIENCE</b>	<b>GENERAL EXPERIENCE SELF-TAUGHT / OTHERWISE</b>
DINGHY		
WINDSURF		
CANOE		
KAYAK		
POWERBOAT		
KITESURFING		
SURFING		
OTHER (E.G. VHF, DAYSKIPPER, YACHTMASTER THEORY)		
HOBBIES OR SPECIAL INTERESTS		

**8. REFERENCES** Please supply the details of two persons who have knowledge of your work. One of these must be your present or most recent employer. *For school/college/university leavers, please give a teacher or tutor as one referee.*

**Referee 1**

**Referee 2**

Title (Mr, Mrs etc):		Title (Mr, Mrs etc):	
Full Name:		Full Name:	
Job Title:		Job Title:	
Organisation:		Organisation:	
Address:		Address:	
<Town> <Post Code>		<Town> <Post Code>	
Tel No:		Tel No:	
E-mail address:		E-mail address:	
Fax No:		Fax No:	
Please state if we may obtain this reference prior to interview.		Please state if we may obtain this reference prior to interview.	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	

**9. DECLARATION**

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

Signature:		Date:	
Name:			

The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be processed solely in connection with recruitment.

If you do not hear from us further, then we regret to inform that you will have been unsuccessful on this occasion. Your details will be retained on file for 6 months. If during this time you see any vacancies advertised for which you wish to be considered, please contact us and we will include your details for consideration.