Please complete all sections clearly using the boxes provided. All information will be treated as strictly confidential.   
  
Please return completed application form via email to[recruitment@ilpa.org.uk](mailto:recruitment@ilpa.org.uk)

|  |  |
| --- | --- |
| Application for the post of: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | |
| Full name |  | Address (including Postcode) |  |
| Email Address |  | Phone number |  |

|  |  |
| --- | --- |
| **EDUCATION**  *Please list your educational qualifications. Please do not include the name of the institution.* | |
| **Date From – To** | **Course Title and Qualification** |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **TRAINING**  *Please list any relevant training that you have undertaken including in-house training.* | | |
| **Date From – To** | **Training Provider** | **Course Title and Qualification (where appropriate)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **EMPLOYMENT HISTORY**  *Please include all work including part-time, casual and voluntary. Complete in chronological order starting with your current or most recent position.* | | | |
| **Date From - To** | **Name of Employer** | **Title of post held and brief description of duties** | **Salary on leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **SUPPORTING STATEMENT**  In this section we would like you to [1] outline your experience and / or competency as it relates to each of the essential requirements of the job and [2] explain what has motivated you to apply for this particular job at ILPA.   * The essential requirements are listed in the job description. If you have directly relevant experience, briefly explain what it is, and give an example of how you have been successful. If you do not have relevant experience but believe you have a competency that will enable you to fulfil the requirement, please tell us what it is.ﾠPlease highlight each essential requirement in your response by underlining in bold. * We would also like you to explain why you are enthusiastic about this particular role and how your values align with ILPA’s.   Please be focused and succinct in your responses. Two pages of 12pt text should be the maximum. |
|  |

|  |  |  |
| --- | --- | --- |
| **REFERENCES**  Please provide details for two people who can verify your suitability for this post, one of whom MUST be your current or most recent employer. We will only follow up references if you are offered a position. | | |
|  | **First Referee** | **Second Referee** |
| Name |  |  |
| Address |  |  |
| Telephone |  |  |
| Email |  |  |
| In what capacity is the  referee known to you? |  |  |

|  |  |
| --- | --- |
| **OTHER INFORMATION** | |
| Would you be interested in a job share? Yes / No. If yes, please provide some basic details. |  |
| Please indicate how soon you could take up employment if an offer were made |  |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of [Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf) |  |
| Where did you see this position advertised? |  |
| Are you an ILPA member? Yes / No. |  |
| Do we need to make any reasonable adjustments to accommodate you at interview? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **DECLARATION**  I declare that the information I have given in this form is true and complete. I understand that if it is subsequently discovered that any statement is false or misleading I will be dismissed from employment. | | | |
| Signature |  | Date |  |