# Application Form

Please complete all sections of this form and remember to tell us everything relevant to your application. Please also provide a copy of your CV covering:

* Your current employment – including salary and notice period
* Your employment history
* Your education, training, and professional qualifications
* Other experience or work which you feel could be relevant to your application

Please submit your completed application form along with your CV before the application deadline to recruitment@readingagency.org.uk

Please also complete our [online equal opportunities monitoring form](https://www.surveymonkey.co.uk/r/2D8WD7X) when you submit your application. The information you provide is not part of your application and will not be used in any part of the selection process. All data will be stored anonymously and confidentially and will be destroyed once it has been analysed.

*When you apply for a job with us, we want you to have every opportunity to demonstrate your skills, ability and potential so if you need any adjustments during the application process, please do not hesitate to contact us at* recruitment@readingagency.org.uk *This will not be detrimental to your application*.

|  |
| --- |
| Which vacancy are your applying for? |
| Where did you hear about this vacancy? |

|  |
| --- |
| **Section 1: Your personal details** |
| Your title: Surname:  Other names:  | Address:   |
| Telephone:  | Email:  |

|  |
| --- |
| **Section 2: Evidence of how you meet the criteria for this post** |
| Please use this section to demonstrate how your skills and experience meet the criteria set out in the person specification for this post. |
|  |
| Please use this section to provide any other information in support of your application |
|  |

To comply with the Immigration Act 1996, we are required to see proof of your right to work in the UK. We will request this once an offer of employment has been made. If you require a work permit to work in the UK, please indicate below.

[ ]  Yes [ ]  No

If yes, please give details of the type of work permit or visa you have/require:

|  |
| --- |
|  |

Please give details of any criminal convictions you have had, excluding any ‘spent’ under the Rehabilitation of Offenders Act 1974 (minor motoring offences may be disregarded)

|  |
| --- |
|  |

### Declaration

By sending us your application by email, you confirm all information given on this form is, to the best of your knowledge and belief, accurate and complete and that you have omitted nothing, which to the best of your knowledge might affect this application.

You also agree that The Reading Agency may use the information included on this form to assess your application. **Our full recruitment privacy policy is available on our** [website](https://readingagency.org.uk/about/work-with-us/)

|  |  |
| --- | --- |
| Your name:  | Date:  |

**Have you completed our** [**online equal opportunities monitoring form**](https://www.surveymonkey.co.uk/r/2D8WD7X)**?**

**Thank you**