



CONFIDENTIAL

112a Highgate Kendal Cumbria LA9 4HE: 01539 736036 :
rspcawestmorland@btconnect.com

BRANCH USE ONLY

Westmorland Branch application form

Please complete in your own handwriting using black ink or black biro.

Position applied for: SHOP ASSISTANT

Personal details

Title: Mr /Mrs /Miss /Ms /Dr /other

(delete as applicable)

Surname:

Forename/s :

Address :

Postcode :

Home tel no :

Home e-mail address :

Work tel no *(if convenient)* :

Mobile tel no:

Education and training details

Secondary school /further education	Dates		Examinations gained with grades
	From	To	

Please give details of additional qualifications or training (with dates where possible) including membership of professional bodies.

Please continue on a separate sheet if necessary.

Additional information

Please indicate your reasons for applying for this post and give brief details of any further information which you think would be useful in support of your application. *Please continue on a separate sheet if necessary.*

Spare time activities /interests

Please describe :

Do you have any business interests or spare time activities directly related to animal welfare ?

Yes /No

If yes, please give details

Rehabilitation of Offenders Act 1974

This post is not protected by the Act. You will be required to declare details of all convictions including those regarded as being 'spent' under the Rehabilitation of Offenders Act 1974. Prior to any interview, you will be asked to complete a confidential Declaration of Criminal Record, the contents of which will be discussed with you at interview.

Other details

Do you hold a full current UK driving licence ?

Yes /No

Have you any penalty points or been disqualified ?

Yes /No

If yes, please give details

Do you have any other restrictions on your driving licence ?

Yes /No

If yes, please give details

Do you have a car at your disposal ?

Yes /No

Have you ever held or applied for any other post with the Branch?

Yes /No

If yes, please give details

Do you hold or have you ever held an honorary position with the Branch?

Yes /No

If yes, please give details

Asylum and Immigration Act 1996

Are you currently eligible for employment in the UK ?

Yes /No

In order to comply with the Asylum and Immigration Act 1996, any offer of employment will be subject to provision of documentation showing your entitlement to work in this country eg. National Insurance number. Please state what documentation you can provide to demonstrate your entitlement to work in the UK.

Where did you see this post advertised ?

References

Please give the names and addresses of at least two employment referees, one of whom should be your current or most recent employer. These should if possible cover a period of at least the last five years. The Branch reserves the right to contact your previous employers before an offer of employment has been made. Unless your permission is granted, your present employer will not be approached until an offer of employment has been made and you have left their employment.

Current /most recent employer	Previous employer	Previous employer
Name		
Position		
Organization		
Address		
Postcode		
Tel no		

RSPCA
Westmorland
Branch
112a Highgate
Kendal
Cumbria
LA9 4HE

I confirm that the details I have provided on this form are correct to the best of my knowledge and I understand that any contract of employment will be jeopardised if I have misrepresented or omitted any relevant information. I understand if I am appointed information divulged in applications and forms for employment will be kept on file (both manual and computer) for recruitment, monitoring and employment purposes. Information will be stored securely in line with the Data Protection Act 1998 and the DBS Code of Practice

Signed :

Date :

Please return completed application form to :

**Christine Lowe
Branch Manager
RSPCA Westmorland Branch
112A Highgate
Kendal LA9 4HE**

or email rspcawestmorland@btconnect.com