



Salesians of Don Bosco UK

(Registered Charity No. 233779)

Salesian House, 1 Salesian Gardens, Eastwork Road
Chertsey, KT16 8SG

Tel: 01932 579050

Email: Kevin.ODonnell@salesians.org.uk

JOB APPLICATION FORM

Please complete this application form accurately, giving as many details as possible of your qualifications, skills and experience relating to this job application. The short listing of applicants will be based on the information gathered from the form, read in conjunction with the person specification. You will be advised of the outcome of your application in writing.

If you have a disability that prevents your completing this application form, please inform the named contact person to arrange alternative methods of application.

Please ensure the application form is signed, dated and returned by the closing date to the address given at the end of this application form.

POSITION APPLIED FOR:

Job title:

Location:

Where did you see this post advertised?

1. APPLICANT'S DETAILS

Title:	First name:	Surname:

Previous Surname (where applicable):

Home address:

Postcode:

Telephone No.: *please include full STD code*

Home:

Work:

Mobile:

email address:

Do you hold a current full driving licence?

Yes/No

4. SUPPORTING STATEMENT

Please use this page to add further information which you feel would support your application. For example, you may wish to consider the Job Description and criteria laid down in the Job Advert and expand on any experience, qualifications and personal attributes you feel are relevant.

Please continue on a separate sheet of paper if necessary.

5. REFERENCES

Please give name, address and position/occupation of two referees. One must be your present or most recent employer. Testimonials or references from friends, colleagues and relatives are **not** acceptable.

Referees will only be contacted when a conditional offer of employment is made.

	Referee 1	Referee 2
Name (incl Title):		
Position:		
Organisation:		
Address:		
Tel/Mobile:		
How long have you known this person:		
Relationship to you:		

Do you require a Work Permit?	Yes*/No <i>*If you answer Yes please supply details on a separate sheet of paper</i>
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6 EQUAL OPPORTUNITIES

The Charity is committed through its Dignity in the Workplace Policy to ensuring that all applicants are considered on a fair, unbiased and lawful basis.

7. DATA PROTECTION PRIVACY STATEMENT

The personal information (data) collected on this form, and on any attachments, including sensitive personal data is collected for the purpose of recruitment, personal administration (for new employees) and monitoring.

Please tick the box to confirm you have read and understood the Charity's Privacy Notice for Job Applicants which is available at at <https://www.salesians.org.uk/privacy-policy>.

Paper copies are available from the Data Compliance Manager at:
data.compliance@salesians.org.uk

8. DECLARATION AND SIGNATURE

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

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Signed Date

Thank you for completing the form.

Please return the completed form to:
 Rev Kevin O'Donnell SDB
 Salesian House
 1 Salesian Gardens
 Eastworth Road
 Chertsey
 KT16 8SG

Email: Kevin.ODonnell@salesians.org.uk