# **Application for Employment**

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| **Post Applied for: Benefits Officer** **Closing date: October 24th**  **Interview date: November 3rd**  **Notes for completion:**  Please complete this form in  black ink or typed script  Additional sheets may be attached.  Please complete all sections. | Logo  Description automatically generated |

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| **1. Personal Details** | |
| Surname: | First Names: |
| Adress: | Home Phone Number:  Work Phone Number:  Email Adress: |
| Do you have a full current driving licence?  Yes/No | Do you own or have access to a car?  Yes/No |

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| **2. Education and Qualifications** | | | |
| Secondary School/College/University | Dates;  From To | Qualification: | Grades: |
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| **2. Education and Qualifications cont.** | | | |
| Secondary School/College/University | Dates:  From To | Qualification: | Grades: |
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| **3. Present/Previous Employment and Voluntary Work**  **(most recent first)** | | | |
| Dates  To From | Name and address of Employer | Job Title and brief outline of responsibilities | Reason for leaving |
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| **3. Present/Previous Employment and Voluntary Work**  **(most recent first) Cont’d** | | | |
| Dates  To From | Name and address of employer | Job Title and brief outline of responsibilities | Reason for leaving |
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| **4. Information in Support of your Application** |

1. Please explain why you are applying for this vacancy and your reasons for considering a change of job (if currently employed).
2. Give details of relevant qualifications, experience (including voluntary work and courses attended).
3. What skills and personal qualities can you bring to this post? (Please refer to job description and person specification.) Continue on a separate sheet if necessary.

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| **5. Interests** |
| What activities outside of work interest you? |

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| **6. Criminal Convictions** |
| Do you have a criminal record, including any pending convictions? All information given will be used only to assess the applicants’ suitability for the post and that they will be considered on merit and ability. |

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| **7. References** | |
| Name: | Name: |
| Address: | Address: |
| Email address and telephone number: | Email address and telephone number: |
| Position in organisation: | Position in organisation: |
| May we contact this referee prior to interview?  Yes/No | May we contact this referee prior to interview  Yes/No |

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| **8. DECLARATION**  I declare that the information given on this application form is to the best of my knowledge true and complete. | |
| SIGNED | DATE |

The Balsam Centre follows Safer Recruitment procedures. We ensure that all appropriate measures are applied in relation to everyone who works in the Centre and who is therefore likely to be perceived by the children as a safe and trustworthy adult. DBS and Barred List checks will be undertaken for all posts that are deemed regulated activity, and for all other posts an enhanced DBS check will be undertaken unless they are supervised roles that are deemed not to meet the definition of regulated activity

Please return this form to: [hr@balsamcentre.org.uk](mailto:hr@balsamcentre.org.uk)

The Balsam Centre, Balsam ParkWincanton, Somerset, BA9 9HB.

Registered Charity Number 1080719

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