Please complete in black ink or print.
Closing date:

Sight for Surrey
Rentwood, School Lane, Fetcham, Surrey KT22 9JX

Application for Appointment as: Trainee Benefit Support Worker

PERSONAL DETAILS

Surname:	**First Name/s:**		**Title:**
Any former names by which you have been known in the past:			
Address: **Postcode:**			
Contact Tel Nos.	**Home:**	**Work:**	**Mobile:**
Email address:			

Do you require a permit to work in the UK?	**YES**	**NO**
If YES, please give details:		
In accordance with the Asylum and Immigration Act 1996, Sec. 8, all new employees must provide documentary evidence of entitlement to work in the UK. Please bring appropriate documents if you are called for an interview.		

Do you have any previous criminal convictions, police cautions or any criminal case pending?	**YES**	**NO**
If YES, please give details.		
Depending on the role you have applied for, you will be required to complete an application form for the Disclosure & Barring Service (DBS).		

EDUCATION

Secondary Schools, College, University etc. and qualifications gained (with dates) **Use a separate sheet if necessary**
Professional Qualifications (please give brief details of qualification, institution where gained, dates etc.

TRAINING

Please give brief details of any other training undertaken (use another sheet if necessary)

EMPLOYMENT HISTORY (BOTH PAID AND VOLUNTARY)

Present appointment

Name and address:	
Position held:	**Date appointed:**
Salary Scale: **Present Salary:**	**Other benefits:**
Period of notice required to terminate present employment?	
Brief outline of current responsibilities and job purpose:	

Previous appointments:

Previous employer	From/To	Post

You are invited to state below details of the experience you have gained in your present and previous posts and to explain its relevance to this appointment and give any other appropriate information to support your application.

Do you hold a full, current driving licence?	**YES**	**NO**
If NO, please give details of how you will fulfil the role, where appropriate.		
Do you have the use of a car?	**YES**	**NO**

Please state below any fact that you consider Sight for Surrey should be made aware of in relation to your potential employment. This will not necessarily bar you from consideration, but may need to be discussed early in the proceedings in the interest of both parties so as to avoid misunderstandings. Failure to disclose any information that should be made known to Sight for Surrey could automatically lead to dismissal.

Specific requirements for the interview process:

In compliance with the provisions of Section 60 of the Equality Act 2010 the following questions are asked for a specific purpose to make arrangements for any reasonable adjustments to enable you to attend interview (and provide equal opportunity to perform well at interview).

If you were short-listed for an interview would you have any specific requirements, e.g. timing, wheelchair access, presence of an interpreter (please specify).

Please let us know your preferred reading medium?

Ordinary Print ☐
Braille ☐
Audio ☐
Moon ☐
Email ☐
Large print (please specify size) ☐ _____

REFEREES
Names, Addresses, Contact numbers, email address and status of two referees:
(if possible please include email address)

If your current or last employer is not one of the two referees, Sight for Surrey may wish to contact him/her. May we do so at this stage? YES NO

Name: **Address:** **Phone:** **Email address:** **Status:**	**Can we contact the referees without further reference to you?** **YES / NO**
Name: **Address:** **Phone:** **Email address:** **Status:**	**Can we contact the referees without further reference to you?** **YES / NO**

Where did you see this post advertised?	

DECLARATION

I declare that the details given on this application form are to the best of my knowledge and believe, true and complete. I understand that deliberately giving false statements would disqualify me from consideration or, in the event of appointment, make me liable to dismissal.

I consent to data contained on this application being processed in accordance with the Data Protection Act 1998.

Signature:	**Date:**