

 Job Application Form

|  |  |  |
| --- | --- | --- |
| Vacancy title: |  |  |
| Please tell us where you heard about this job: |  |  |

1. **Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name: |  | First name: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Home Telephone No. |  | Mobile No. |  |

|  |  |
| --- | --- |
| Email address: |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| National Insurance No. |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you free to remain and take up employment in the UK? | Yes |  | No |  |
| You may be required to provide appropriate documentary evidence of this. |

|  |
| --- |
| Have you previously worked or volunteered for the West Somerset Railway? If “Yes”, please give details below. |
|  |
|  |
|  |

|  |
| --- |
| Driving Licence (if relevant to the post applied for) |
| Do you hold a full, clean, and valid UK driving licence? | Yes |  | No |  |
| If “No”, please give details below. |

|  |
| --- |
|  |

|  |
| --- |
| Convictions/Disqualifications |
| Upon offer of employment we reserve the right to request a Disclosure and Barring Service check at standard level and this disclosure will include details of cautions, reprimands or final warnings as well as convictions.  |
| Please provide below details of any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974. |
|  |

1. **Education and Qualifications**

|  |
| --- |
| Please give details of your education and courses, starting with the most recent first: |
| Establishment (School, College, University) | Grade and qualification | Date obtained |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| Training and Development |
| Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application. |

|  |  |  |
| --- | --- | --- |
| Training Course | Nature of training and length of course | Date undertaken |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| Current membership of any Professional Body or Organisation |
| Please give details below: |
|  |
|  |
|  |
|  |
|  |

1. **Employment History**

|  |
| --- |
| Please give details of your employment (paid or unpaid) for the last 3 years, starting with the most recent first: |

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Position held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Starting Date: |  | Leaving Date: |  |

|  |  |
| --- | --- |
| Reason for leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary: |  | Period of notice required: |  |

|  |
| --- |
| Brief description of duties and responsibilities:- |
|  |
|  |
|  |
|  |

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Position held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Starting Date: |  | Leaving Date: |  |

|  |  |
| --- | --- |
| Reason for leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary: |  |  |  |

|  |
| --- |
| Brief description of duties and responsibilities:- |
|  |
|  |
|  |
| (continue overleaf if required) |

|  |
| --- |
| If you have had other employment during the last 3 years, or past employment, or skills not mentioned elsewhere in this application which you think is relevant to this post, please provide details on a separate sheet and attach to this application. |

|  |
| --- |
| Please tell us why you applied for this job and why you are the best person for the job. |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

1. **References**

|  |
| --- |
| Please give the names and addresses of two referees: |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Name: |  |
| Job Title: |  | Job Title: |  |
| Organisation: |  | Organisation: |  |
| Address: |  | Address: |  |
|  |  |  |  |
|  |  |  |  |
| Contact No. |  | Contact No. |  |
| Email: |  | Email: |  |
| How is this person known to you? | How is this person known to you? |

The West Somerset Railway Plc we will not request references from your previous employers without your consent. Please note that receipt of satisfactory references covering the previous 3 year period is a requirement of a position with the Company.

1. **Declaration**

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information provided is later found to be false or misleading, any offer of employment may be withdrawn or position terminated.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  |  Date:  |  |
|  |  |  |  |

Please email your application to hr@wsrail.net.