**Part 2 – both parts must be completed**

Employment Application Form

|  |  |
| --- | --- |
| Applicant initials |  |
| Post applied for |  |
| Location |  |
| Where did you see the vacancy? |  |

**Completion of the form**

Please complete all fields of the form and submit via the Beat website at [www.beateatingdisorders.org.uk/vacancies](http://www.beateatingdisorders.org.uk/vacancies) . If you need to add more information than the fields allow, please add additional rows. If you are unable to use this form in its current format please contact 0300 123 3355 to request an alternative format. CVs will only be

considered if prior agreement given.

**Data Protection**

The following information will only be used to support your application for this post. If you are unsuccessful, your form will be filed in line with our retention guidelines and then shredded – if you have any queries please email [jobapplications@beateatingdisorders.org.uk](mailto:jobapplications@beateatingdisorders.org.uk) .

The HR Privacy Notice can be viewed on our website using the link above.

**Safe Recruitment & Selection Policy**

Beat operates a safe and fair recruitment policy, this too can be viewed from the website link above.

**Eligibility to work in the UK**

Beat will need to check entitlement to work in the UK as part of the recruitment process, if there are any restrictions regarding your employment please note on your personal details form.

**Education & Training**

Please give details f your educational qualifications and training, please include the subject taken and short courses where applicable.

|  |  |  |
| --- | --- | --- |
| Qualification/subject/course | Date of qualification | |
| Start date | End date |
|  |  |  |
|  |  |  |
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|  |  |  |
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**Current Employer**

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Address | Job Title | Main responsibilities | Start date |
|  |  |  |  |
|  |  | Notice period |  |

**Previous Employers**

*(Please include paid & unpaid work, and any gaps in employment)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name & Address | Job title | Main responsibilities | Dates of Employment | |
| Start date | End date |
|  |  |  |  |  |
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**Suitability for the role**

|  |
| --- |
| **Using each of the bullet points in the person specification as a sub-heading, explain, with examples, how you meet the criteria to be shortlisted for this role**. You can use examples from both paid and unpaid work as transferable skills will be taken into consideration**.** Please give detail but remain succinct – this information will be used to decide whether to short list your application. |
|  |

**Declaration**

Beat has a duty of care to all employees and is aware that working in some roles with vulnerable people could cause emotional distress. Therefore if you are selected for interview you may be asked about coping in difficult circumstances. Please consider whether you would have any concerns about this and feel free to discuss them with the interview panel.

I authorise Beat to obtain references to support this application once an offer has been made and accepted, and release Beat and referees from any liability caused by giving and receiving information.

**Declaration: I confirm that the information given as part of this application is to the best of my knowledge true and complete. Any false statement may be sufficient cause for rejection, dismissal or criminal proceedings.**

Please tick this box to confirm  Date: