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| RFCA_Logos_RGB_Horizontal_Colour | 20 St George’s PlaceYorkYO24 1DSTel: 01904 616161 |

### Application

|  |  |
| --- | --- |
| **Application for the Post of:** |  |

### 1. Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | First Name  |  |

### 2. Contact Details

|  |  |  |
| --- | --- | --- |
| Address: |  | Home:  |
| Mobile: |
| Post Code: |  | Email:  |

### 3. Additional Information

|  |  |
| --- | --- |
| Do you hold a full current driving licence? | **Yes / No** |

### 4. Education Details

|  |  |  |  |
| --- | --- | --- | --- |
| **Schools, Colleges, Universities attended** | **From:** | **To:** | **Examinations Passed (with Levels)** |
|  |  |  |  |

### 5. Professional Qualifications & Membership of Professional Institutions

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications/Courses:** | **From:** | **To:** | **Examinations/Qualifications:** |
|  |  |  |  |

### 6. Present Employment

|  |  |  |
| --- | --- | --- |
| **Title of Post:** | **Name & address of current employer:** | **Date of Appointment:** |
|  |
| Brief outline of responsibilities: |

### 7. Previous Employment (most recent first)

 (Note: RFCA employees should include previous Civilian/Military employment)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Employer:** | **Brief summary of the post and responsibilities** | **From:** | **To:** |
|  |  |  |  |

**8. Your qualifications, experience, knowledge and abilities to do the job**

**This part of the form must be completed.** Please tell us how you meet the criteria of the person specification, giving examples and evidence.

**8.1 Experience**

**8.2 Qualifications**

**8.3 Skills and Abilities**

**8.4 Knowledge**

**8.5 Additional Factors**

### 9. Declaration

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

|  |  |
| --- | --- |
| **Signature** |  |
| **Date:** |  |

Please forward this completed application form by the advertised closing date

marked (***Private and Confidential)*** to:

Mrs Jenny Robinson

Head of Support Services: yh-offman@rfca.mod.uk

**All applications will be acknowledged.**

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us. We may also use this information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.