**AIM Awards**

**JOB APPLICATION FORM**

This post could be subject to a satisfactory Disclosure and Barring Service (DBS) check, which will disclose all cautions, reprimands and warnings as well as convictions. In addition to completing this application form, you are required to provide us with details of all spent and unspent convictions. Please send this information to us under separate, confidential cover to Rachael Tweddle at Aim Awards, 3 Pride Point Drive, Pride Park, Derby, DE24 8BX. Remember to include your name, address and the position for which you are applying. We guarantee that the information you provide be used fairly and will only be seen by those who need to see it as part of the recruitment process. A criminal record will not necessarily bar you from the advertised position. This will depend on the nature of the position and the circumstances and background of your offences. However, failure to reveal this information could lead to the withdrawal of an offer of employment.

Please complete this form clearly and accurately, giving as many details as possible of your skills and experience relating to this job application. Shortlisting will be based on the information gathered from the form, read in conjunction with the job description.

Please return marked **Private and Confidential** to:

[**Rachael.Tweddle@aimawards.org.uk**](mailto:Rachael.Tweddle@aimawards.org.uk) **alternatively you can post your application form marked private and confidential to Rachael Tweddle, AIM Awards, 3 Pride Point Drive, Pride Park, Derby, DE24 8BX.**

**PART 1**

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| **POSITION APPLIED FOR:** | | | | | | | | | | | |
| Job Title(s) | | Qualification integrity manager | | | | | | | | | |
| **Applicant’s Details** | | | | | | | | | | | |
| Title: | Surname: | | | | First name(s) | | | | | | |
| **Home Address:** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **POST CODE:** | | | | | | | | | | | |
| **Telephone numbers: Please include full STD code** | | | | | | | | | | | |
| Home: | | | | | | | | | | | |
| Work: | | | | | | | | | | | |
| Mobile (where possible): | | | | | | | | | | | |
| Email address (where possible): | | | | | | | | | | | |
| Do you hold a current driving licence? | | | | **Yes/No** | | | | | | | |
| Is it free of endorsements? | | | | **Yes/No** If No, give details): | | | | | | | |
| Have you a contact or are you related to any person in the employ of AIM Awards? If so, please give details. | | | | | | | | | | | |
| If offered this position, will you continue to work in any other capacity? | | | | YES/NO (If yes, please give details) | | | | | | | |
| Would you work full time? | | | | YES/NO | | | | | | | |
| If your application is for part time employment, please state days/hours preferred. | | | | | | | | | | | |
| On what date would you be available to commence this employment? | | | |  | | | | | | | |
| Are there any restrictions regarding your employment? e.g. do you require a Work Permit? | | | | Yes/No If yes please supply details on as separate sheet of paper: | | | | | | | |
| How much notice do you need to give your current employer? | | | | | | | |  | | | |
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| **Part 2** | | | | | | | | | | | |
| **EMPLOYMENT RECORD** | | | | | | | | | | | |
| Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in section 5: *Experience/Skills* | | | | | | | | | | | |
| 1. Current/most recent employer/organisation | | | | | | | | | | | |
| Name: | | | | | | | | | | | |
| Address: | | | | | | | | | | | |
| Job Title: | | | | | | | From: | | | To: | |
| Reason for leaving/changing: | | | | | | | | | | | |
| 1. Employer/organisation | | | | | | | | | | | |
| Name: | | | | | | | | | | | |
| Address: | | | | | | | | | | | |
| Job Title: | | | | | | | From: | | | To: | |
| Reason for leaving/changing: | | | | | | | | | | | |
| 1. Employer/organisation | | | | | | | | | | | |
| Name: | | | | | | | | | | | |
| Address: | | | | | | | | | | | |
| Job Title: | | | | | | | From: | | | To: | |
| Reason for leaving/changing: | | | | | | | | | | | |
| 1. Employer/organisation | | | | | | | | | | | |
| Name: | | | | | | | | | | | |
| Address: | | | | | | | | | | | |
| Job Title: | | | | | | | From: | | | To: | |
| Reason for leaving/changing: | | | | | | | | | | | |
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| **3. EDUCATION** | | | | | | | | | | | |
| Please tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent. | | | | | | | | | | | |
| Name of School/college/ university/training body | | | Subject studied | | | Qualification/ Level | | | | | Date gained |
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| **Professional qualifications and membership of professional organisations**  *Please list:* | | | | | | | | | | | |
| **4. TRAINING** | | | | | | | | | | | |
| Please list any training you have received or courses which did not lead to a qualification but which you feel is relevant to the advertised post. | | | | | | | | | | | |
| Training Course | | | | | | | | | Date | | |
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| 1. **EXPERIENCE/SKILLS** | | | | | | | | | | | |

This section is for you to give specific information in support of your application. Please set the information out on a maximum of two sides of A4 paper.

After reading the Job Description carefully, consider to what extent you have gained the skills and experience necessary for this post. Your experience need not have been gained in paid employment and may include special interests relevant to the post. It is important that you provide evidence of your achievements by giving examples to support your application. You may wish to use the heading in the job description in order to set the information out clearly.

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| 1. **REFERENCES** |

Please give name, address and position/occupation of two referees. One must be your present or most recent employer. References will only be taken up for the successful candidate. Testimonials or references from friends and relatives are not acceptable.

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| --- |
| 1. Name: |
| Position: |
| Organisation: |
| Address: |
| Tel: |
| E-mail: |

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| --- |
| 1. Name: |
| Position: |
| Organisation: |
| Address: |
| Tel: |
| E-mail: |

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| 1. **CRIMINAL CONVICTIONS** |

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| --- |
| Have you ever been convicted of any criminal offence, other than a spent conviction under the Rehabilitation of Offenders Action 1974. YES /NO |

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| 1. **ATTENDANCE RECORD** |
| Days off sick in past 12 months  Other absences and reasons |

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| 1. **DECLARATION** |
| The information supplied in this application form is accurate to the best of my knowledge.  Signed.......................................................................Date..................................................................  If appointed, would you need a work permit in order to work in the EU?  YES/NO\*  \*(Please delete as appropriate) |

By signing and returning this application form you consent to AIM Awards using and keeping information about you provided by you – or third parties such as referees – relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of the interview. Such information may include details relating to ethnic monitoring and disability: these will be used solely for internal monitoring and will not be disclosed to any third party. ***Thank you for completing the form***. Please return the form marked **Private and Confidential** to:

[**Rachael.Tweddle@aimawards.org.uk**](mailto:Rachael.Tweddle@aimawards.org.uk) **alternatively you can post your application form marked private and confidential to Rachael Tweddle, AIM Awards, 3 Pride Point Drive, Pride Park, Derby, DE24 8BX.**

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