

Care for today  
Hope for tomorrow



Reg. Charity No  
1039549

**CONFIDENTIAL**

**The Tuberous Sclerosis  
Association**

This application form should be completed in full  
Applications will not be considered if submitted in  
the form of a C.V.

For office use only

Application No:.....

Date Rec'd:.....

Date of Interview:.....

Shortlisted YES/NO

Appointed YES/NO

Reason Code

Post Applied for:

**1. Personal Details**

Surname:		Initials:	National Insurance No.
Address (Block letters)			
Post Code:			
Telephone Nos:	Home:	Business:	
E mail address:	Have you a current Motor Vehicle Licence? YES/NO		

**2. Education**

Secondary School/College/University You need not state actual name of Educational Establishment attended	Dates		Qualifications Gained (State level)	Grades	Date
	From	To			

**3. Training: Vocational and Occupational Qualifications relevant to the post  
(Professional Qualifications, GNVQ/NVQ and Non-qualification courses)**

Professional/Organising Body	Course Details	Dates
If called for interview, please bring your qualifications and membership certificates with you		

**4. Membership of any relevant organisation**

Organisation	Details

### 5. Present Employer

Name and Address	Nature of Business
	Present Salary (with grade if possible)
	Other benefits
Job Title	Responsible to
Date of Appointment	Notice required
Brief Description of duties	

### 6. Previous Employment

Employer	Job Title	Grade/Salary p.a.	Dates	
			From	To

Please give reasons for any gaps between jobs e.g. unemployment, study etc.

**7. Details of Relevant Experience and any other information in support of your application (This forms your letter of application and should be attached to this form)** This may include paid/unpaid employment, for instance, experience in voluntary community work. Candidates are only shortlisted on the basis of the criterion detailed in the Personnel Specification for this post. Please show us that you have the skills, knowledge and experience required for this post. (1000 words maximum)  
**Please set this out on a separate sheet in letter form.**

**8. Criminal Record Check – Criminal Records Bureau**

Successful applicants who are offered a position with the Association **will** be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed.  
 The level of criminal record check required will be an Enhanced Disclosure. This check will include details of cautions, reprimands or final warnings as well as convictions

**9. Referees (one of whom must be your most recent employer)**

Referee a) should be a relevant referee from your present employment or immediate past employment if not employed

a) Name:  Position held by referee:  Address:      Telephone:	b) Name  Position held by referee:  Address:      Telephone:
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**10. Declaration**

I DECLARE THAT THE INFORMATION I HAVE GIVEN IN THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT IN THE EVENT OF EMPLOYMENT I COULD BE DISMISSED IF I HAVE DELIBERATELY GIVEN FALSE INFORMATION. I AM PREPARED TO HAVE A MEDICAL EXAMINATION IF ASKED TO DO SO.  
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Signature:.....Date:.....