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| Job Application Form: Part-Time Visitor Ambassador |
| **Sense of Place Ltd** |

### Personal details

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| Visitor Ambassador: Please select the weekly hours you want to apply for as your first choice  Tick this box if you would like to be considered for all 3 roles. ☐ | 15 hours |  |
|  | 20.5 hours |  |
| Please tell us how or where you heard about this job opportunity: | 23 hours |  |

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| --- | --- | --- | --- |
| Last Name: |  | First Name: |  |

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

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| --- | --- | --- | --- |
| Home Telephone No. |  | Daytime Contact No. |  |

|  |  |
| --- | --- |
| E-mail address: |  |

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

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| --- | --- | --- | --- | --- |
| Are you free to remain and take up employment in the UK? | Yes | ☐ | No | ☐ |
| You will be required to provide appropriate documentary evidence of this if we offered you a role. For examples of acceptable documents please see [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) | | | | |

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| Disclosure & Barring Service Check |
| Please note that an application for a criminal record Enhanced Level check will be submitted to the Disclosure & Barring Service in the event of this role being offered, as it is exempt from the 1974 Rehabilitation of Offenders Act.  Please ensure you complete the criminal record declaration form which is provided separately. |

1. **Education/Qualifications**

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| --- | --- | --- | --- |
| School (11+) | Study Dates | Qualification  and Grade | Date Obtained |
|  |  |  |  |
| College/University if relevant | Study Dates | Qualification  and Grade | Date Obtained |
|  |  |  |  |
| Ongoing learning or development if relevant | Study Start Date | Qualification  and Grade | Date you expect to qualify |
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| **Training and Development**  Please use the space below to give details of any training or non-qualification based learning and development which is relevant to the post and supports your application. |

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| Training Course (what – e.g. fire safety, first aid) | Course Details  (including length of course/nature of training) |
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| 1. **Employment History**   **Previous Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. |

**Current or most recent employer**

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

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

|  |  |
| --- | --- |
| Position Held: |  |

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| --- | --- | --- | --- |
| Date Started & Ended: |  | Reason for leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on  leaving this post: |  | Notice Period |  |

|  |
| --- |
| Brief description of duties: |
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|  |

**Previous employer**

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

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

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| --- | --- |
| Position Held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started & Ended: |  | Reason for leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on  leaving this post: |  | Notice Period |  |

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| Brief description of duties: |
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Please continue on a separate sheet if necessary.

1. **Statement**

Please tell us, with careful reference to the **Role Responsibilities and Person Specification**, why you are suitable for the role and what makes you want to work for us as a Visitor Ambassador. Illustrate your answer by referring to things you have achieved in your previous or current job roles, or as a volunteer, or from your life responsibilities, which show how your experience is relevant to the tasks you will undertake as a Visitor Ambassador. For example: we don’t expect you to be trained in managing ‘health and safety’ but you might have some experience as an employee or a volunteer which you could draw on to list some of the common actions that need to be carried out to make sure any site open to the public can be kept safe for them.

Please give specific examples, and continue on an additional sheet/s if necessary.

1. **References**

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| Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please still answer the question ‘How is this person known to you’. |

**Reference 1 Reference 2**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name:  Job Title:  Organisation:  Address:  Contact No:  Email:  How is this person known to you:  Do you wish to be consulted before this referee is approached:   |  |  |  |  | | --- | --- | --- | --- | | Yes | ☐ | No | ☐ | | Name:  Job Title:  Organisation:  Address:  Contact No:  Email:  How is this person known to you:  Do you wish to be consulted before this referee is approached:   |  |  |  |  | | --- | --- | --- | --- | | Yes | ☐ | No | ☐ | |

We reserve the right to contact any of your other previous employers within the last three years.

1. **Declaration**

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| **Statement to be Signed by the Applicant**  Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered: *I agree that Sense of Place Ltd can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the General Data Protection Regulation (GDPR).* ***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 I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.*** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |
|  |  | | |
| When you return this form by email, you may be asked to sign your application at interview  If we decide to offer you an interview, we will let you know within two weeks of the closing date for applications. | | | |

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