

DORSET RACE EQUALITY COUNCIL



**Dorset Race Equality Council
Beech House
28-30 Wimborne Road
Poole, Dorset
BH15 2BU Tel: 01202 392954
Email: enquiries@dorsetrec.org.uk**

Post applied for: CHIEF OFFICER

If you apply online, please send your completed application form to:
drecchairman@gmail.com

If applying by letter, please send to the address above and mark your envelope personal and confidential for the attention of The Chair.

Before completing your form, please read the information about the job role and person specification. These are comprehensive and are intended to make sure that candidates are fully aware of our expectations. They are not intended to discourage applicants who consider they have the commitment, skills and expertise from applying.

SURNAME

FORENAME/S

IF YOU HAVE A PREFERRED FORM OF ADDRESS, PLEASE STATE HERE

ADDRESS

POSTCODE

TELEPHONE NUMBER (day/evening)

MOBILE

EMAIL

What is your preferred method of contact?

EQUAL OPPORTUNITY

Dorset REC is an equal opportunity employer. If you require assistance at any stage of the application process, please contact us or provide details below of any assistance you require. There is a separate monitoring form we request you to complete. See note on data protection at the end.

ELIGIBILITY FOR EMPLOYMENT. Are there any restrictions on you taking up Employment in the UK?
Yes/No (Delete which does not apply. If yes, please give details.

CRIMINAL RECORD DISCLOSURE

Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory Disclosure & Barring Certificate from the Disclosure & Barring Service/Disclosure Scotland.

LETTER OF APPLICATION (please note that the boxes expand)

Please tell us why you want this job and what skills you could bring to it. Remember to include any voluntary work and experiences you consider relevant to this post. It may be helpful to your application and for selection to organise your letter in themes or aspects related to the person and job description.

EDUCATION AND TRAINING
(Please include all phases of education and relevant training courses)

EDUCATION	DATES	QUALIFICATIONS

PROFESSIONAL MEMBERSHIP	REGISTRATION	EXPIRY DATE

PREVIOUS EMPLOYMENT	FROM/ TO	POST HELD MAIN RESPONSIBILITIES/ DUTIES	REASON FOR LEAVING/ SALARY
NAME AND ADDRESS OF EMPLOYERS (Starting with your most recent job)			

REFERENCES

Please give the names and addresses of 2 people from whom references may be obtained.
At least one referee should be your present or last employer.

Name.....	Name.....
Position.....	Position.....
Address.....	Address.....
.....	
.....	
Telephone Number:	Telephone Number:
May we approach prior to Interview YES/NO	May we approach prior to Interview YES/NO

Please note the deadline for returned applications is 5.00 pm 31 OCTOBER 2022.

DATA PROTECTION

1. We are aware of our obligations under data protection legislation, including the obligation to collect only the data that is required for our specific purpose. The information collected in this application form is specific to our recruitment exercise and necessary for the performance of the role that you have applied for. If you are successful the information provided will be used for the purposes of your employment with us, together with further information collected upon recruitment for those purposes.
2. We will treat all personal information about you with utmost integrity and confidentiality. Our data protection policy sets out our approach to ensuring that your data is processed in line with the data protection principles within current data protection legislation.

3. Our privacy notice for job applicants gives you information on, amongst other things, the data we will hold about you during the recruitment exercise and what we use it for. A copy of the privacy notice is attached to this application form.

DECLARATION (PLEASE READ THIS CAREFULLY BEFORE SIGNING THIS APPLICATION)

1. I confirm that the information provided in this application is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. If we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that Dorset REC reserves the right to require me to undergo a medical examination.
3. I agree that if I am successful in this application, I will, if required, apply to the Disclosure & Barring Service/Disclosure for a Disclosure & Barring Certificate. I understand that if I fail to do so, or if the disclosure is not to the satisfaction of Dorset REC, any offer of employment may be withdrawn or my employment terminated.

SIGNED:

DATE:

THANK YOU FOR YOUR TIME AND INTEREST