



Leeds, Wakefield & District Branch

**Confidential  
Branch use only**

# Application Form

Please complete in your own handwriting using black ink

Position applied for:

Job Reference no:

## Personal Details

Title: Mr/Mrs/Ms/Miss/Dr/other *(delete as applicable)*

Surname:

Forenames:

Address:

Postcode:

Home tel no:

Mobile no:

Email:

## Education & Training:

Secondary school/further education	From	To	Examinations gained with grades

**Please give details of additional qualifications or training (with dates), membership of professional bodies.**

*(continue on a separate sheet if necessary)*

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## Employment Details

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*Present or most recent employment*

Name & address of employer and Nature of business	Salary	Date joined	Date left	Notice required <i>(if applicable)</i>
Current/most recent position held: Details of duties & responsibilities:				
Reason for leaving/wishing to leave:				

### Previous employment:

Dates From	To	Employer's name	Job title & details of responsibilities	Final salary	Reason for leaving

*Please continue on a separate sheet if necessary*

## Additional information

Please indicate why you are applying for this post & provide any further information which you think will be useful in support of your application

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## Spare time activities & interests (incl those directly related to animal welfare)

Please describe:

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## Rehabilitation of Offenders Act 1974

This post is protected by the Act. Have you been convicted of any criminal offence which is not considered 'spent' under the Rehabilitation of Offenders Act 1974? **Yes/no**

If yes, please give details on a separate sheet and attach in a sealed envelope marked 'confidential'.

## Asylum and immigration Act 1996

Are you currently eligible for employment in the UK? **Yes/no**

In order to comply with the Asylum and Immigration Act 1996, any offer of employment will be subject to provision of documents showing your entitlement to work in the UK e.g. valid passport, National insurance No.

Please state what evidence you will provide to demonstrate your entitlement to work in the UK.

## Other details

Do you hold a full current UK driving licence? **Yes/no**

Have you any penalty points or been disqualified? **Yes/no**

Do you have any other restrictions on your driving licence? **Yes/no**

Do you have a car at your disposal? **Yes/no**

Have you ever held or applied for any other post with the branch? paid/ voluntary/honorary? **Yes/no**

If yes please give details

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Where did you see this post advertised?

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## References

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Please give the names and addresses of at least two employment referees, one of whom should be your current or most recent employer. These should cover, if possible, at least the last 5 years. The branch reserves the right to contact your previous employers before an offer of employment has been made. Unless your permission is granted, your present employer will not be approached until an offer of employment has been made and you have left their employment.

	Current/most recent employer	Previous employer	Previous employer
Name			
Position			
Organisation			
Address			
Postcode			
Tel no			
Email			

I confirm that the details I have provided on this form are correct to the best of my knowledge and I understand that any contract of employment will be jeopardised if I have misrepresented or omitted any relevant information. I understand if I am appointed information divulged in applications and forms for employment will be kept on file (manual & electronic) for recruitment, monitoring, and employment purposes. Information will be stored securely in line with the Data Protection Act 1998.

Signed:

Date:

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Unless otherwise stated in the application pack please return this completed form in an envelope marked 'private & confidential' to:

**HR Department, RSPCA Leeds, Wakefield & District Branch, Moor Knoll Lane, East Ardsley, Wakefield, WF3 2DX**  
Alternatively send via a specified email identified in your application pack.



Leeds, Wakefield & District Branch