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**APPLICATION FORM:**

Please complete this application form and send it as an email attachment to [office@bwy.org.uk](mailto:office@bwy.org.uk)

You may attach a CV but it is essential that you complete this form in full.

If you are having any technical issues the form can be sent in paper copy to: The British Wheel of Yoga, 25 Jermyn Street, Sleaford, NG34 7RU marked “HR Confidential”

## PERSONAL DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | Forename(s) |  |
| Title (Mr, Mrs, Ms, Mx etc.) |  | Previous names  (if any) |  |
| Preferred name |  | | |
| Current postal  Address |  | | |
| Preferred tel:  Alternative tel: |  | | |
| Email address |  | | |
| Do you have the right to take up employment in the UK? If no, please provide further details. | |  | |
| Dates you are not available for interview | |  | |
| Current notice period | |  | |

## EDUCATION AND QUALIFICATIONS

These boxes will expand to allow you to answer fully.

|  |  |
| --- | --- |
| GCSE or equivalent  *Subjects, grades, where studied* |  |
| A-level or equivalent  *Subjects, grades, where studied* |  |
| Undergraduate degree or equivalent and any postgraduate qualifications |  |
| Professional or other qualifications and/or membership of professional bodies |  |
| Other relevant training completed, or skills gained |  |

## EMPLOYMENT AND PREVIOUS EXPERIENCE

These boxes will expand to allow you to answer fully.

|  |
| --- |
| Details of your Previous Employment Please give details of your last three roles. Any relevant posts held before then may also be mentioned. List in chronological order, starting with the current or most recent. Include dates worked, key responsibilities and reasons for leaving. |

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Name and address of employer** | **Job title, summary of duties and responsibilities, reason for leaving and salary on leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| Details of any other Relevant Experience such as volunteering Please give details of any other relevant experience. List in chronological order, starting with the current or most recent. Include dates relevant, key responsibilities and reasons for leaving |

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Name and address of contact person** | **Role title, description of duties, whether voluntary or paid, reason for leaving and salary on leaving if paid** |
|  |  |  |  |

## OTHER INFORMATION

|  |
| --- |
| Please give details of any other Training, Qualifications, Skills or Personal Qualities relevant to the Post(e.g. knowledge specific to this role, competence in a foreign language, computer literacy, full driving licence, etc.) |
|  |
| Gaps in Employment and Education  Please give details of, and provide an explanation for, any time when you were not either working or in full-time education. |
|  | |
| Previous Applications  Have you made a previous application to the Company? If so, please can you give details of the role applied for, approximate date of application and the outcome? | |
|  | |

## YOUR SUITABILITY FOR THIS ROLE

These boxes will expand to allow you to answer fully. Please give a clear and comprehensive account, with evidence and examples that demonstrate you meet the responsibilities and competencies detailed in the job description.

|  |
| --- |
| What attracts you to this role? Tell us what has motivated you to apply for this role with the British Wheel of Yoga |
|  |
| How do your skills and experience equip you for this role? Please use this space to say why you are interested in the post for which you have applied, why you believe you are the best person for the job and provide any other information that may assist your application.  Please refer to the essential and desirable competencies in the person specification and tell us what you can bring to the role in the context of those. |
|  |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? |
| YES/NO [*delete as applicable*]  If you have answered yes, you now have two options for disclosing your criminal record.  **Option 1**: You can disclose your criminal record in a separate email addressed to [ceo@bwy.org.uk](mailto:ceo@bwy.org.uk) with the header: “CONFIDENTIAL [*your name*] application for [*title of post*]”  I have sent details of my criminal record separately\_\_\_\_\_ (please mark with an X if appropriate.)  **Option 2**: Please provide details in the space below. |
| Reasonable Adjustments If you have a mental or physical impairment, please give details of any special arrangements or adjustments that would assist you to attend an interview. Please note, first interview will be via Zoom. |
|  |

We welcome applications from all suitably qualified candidates. We particularly welcome applications from Black, Asian and ethnic minority candidates, as they are currently under-represented in our organisation.

## REFEREES

References are not required at this stage. Once the successful candidate has been interviewed, details of two referees will be requested from those candidates deemed to be suitable for the post.

## First Referee

This must be your current or most recent employer

|  |  |  |
| --- | --- | --- |
| Name |  | |
| Email address |  | |
| Organisation |  | |
|  |  | |
| If you are shortlisted, may we contact this referee prior to interview? | |  |

## Second Referee

|  |  |  |
| --- | --- | --- |
| Name |  | |
| Email address |  | |
| Organisation |  | |
| Telephone |  | |
| If you are shortlisted, may we contact this referee prior to interview? | |  |

The information on this form will be used for recruitment and selection purposes only and if your application is successful, it will form part of your employment record. All unsuccessful applications will be destroyed six months after the closing date. For more information on your privacy rights, please refer to BWY’s privacy policy.

If it is discovered that you have given any information you know to be false or withhold any relevant information, your application may be rejected, or any subsequent employment terminated.

The British Wheel of Yoga will respond to all applications to let you know whether you have or have not been successful.

## DECLARATION

I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I hereby consent to The British Wheel of Yoga processing the information supplied on this application form for the purposes of recruitment and selection. I accept that if my application is successful, this application form will form part of my personnel file and, in that case, I consent to the data on it being processed for all purposes in connection with my employment.

|  |  |
| --- | --- |
| I confirm that the information contained in this application form is correct | |
| Signed (please type your name or insert scanned signature) |  |
| Date | Click or tap to enter a date |