



Details of membership of professional societies of institutions	Date	Registration number

**Reasons for applying for this post**

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**Current/most recent employment**

Company Name			
Address			
Job Title			
Date of appointment		Current or final annual salary	
Period of notice required		Leaving date (if applicable)	
Reason for leaving			
Brief outline of responsibilities			
Brief outline of achievements			

**Previous employment** Please give details of your last three jobs starting with the most recent. Include reason for any periods of non-employment longer than 3 months. Continue on a separate sheet if necessary.

Name and address of employer	Position held	From	To	Final annual salary	Reason for leaving

**Person Specification**

Referring to the Job Description supplied and using examples, use this space to give further details of your experience, skills, training, or any other information you would like us to have in support of your application.

<b>Leading the customer experience</b>

<b>Developing the business</b>

**Leading programme activity**

**Organising people**

**Managing sustainable programmes**

**Making the link to our charitable purpose**

Please add information not previously covered, that you would like to have considered in support of your application.

**Rehabilitation of Offenders** Please give details of criminal convictions, excluding those considered 'spent' (see list at [www.gov.uk](http://www.gov.uk), Rehabilitation of Offenders Act 1974; minor motoring offences can be disregarded). A criminal record will not necessarily be a bar to obtaining a position at HFC. Our *Recruitment of Ex-Offenders Policy* is available upon request from the person named at end of form.

**Disclosure and Barring Service** Some posts require the appointed person to apply for and receive DBS clearance. The appointment might not be confirmed until such clearance is received. Please check job description of the role you are applying for to see if that is relevant to this post.

What hobbies and interests do you have outside your work? (Include details of any volunteer work.)

**Referees** If you are successful in this application and are offered the role, you will be required to supply two references, one referee should be your present or most recent employer and the second should know you well in a volunteering, working or educational capacity.

HFC aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from diverse candidates.

**To the best of my knowledge, the information on this form is correct (falsification could result in dismissal).**

Signature		Date	
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**Return application by email to:**

Catherine Richards [catheriner@hallforcornwall.org.uk](mailto:catheriner@hallforcornwall.org.uk)