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**Application for**

**Application for London Student Training Opportunities 2018**

**Closing date Monday 19th February 2018**

**Please read the following information before completing your form as the information explains how we shortlist candidates for interview.**

• You will find enclosed with the application form the job description and person specification showing the purpose of the job, main duties, responsibilities and accountabilities and what is required of a candidate to enable them to do the job applied for

• When completing the supporting information section you should refer to the job description and each point in the person specification to give as much information as you can about why you think you are suitable for the role, giving clear examples

• You must complete ALL sections of the application form as clearly as possible. It can be hand-written or typed. CV’s can only be accepted as additional information

• We will decide who will be short listed for an interview by comparing your completed application form with the person specification. Remember, we can only assess your ability to do the job by comparing the details that you give on your application form with the person specification.

• Applicants must complete the reference section of the form and unless otherwise indicated references will be taken up after the interview.

• Your completed form must be returned before the closing date - applications received after the closing date will not usually be considered

• If you have any queries about completing your application form, please contact Kath Lewis, Alehm Student Development Officer at admin@alehm.org.uk

**Personal Details**

|  |  |
| --- | --- |
| **First Name:** | **Family Name:** |
| Address:  **Borough** | Date of Birth:  **Date Month Year** |
| Telephone: | E mail address: |
| Male Female (please tick) |  |

**Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Schools Colleges since age 13 Years | Dates  From/to | Qualifications  (subject) | Grade | Dates |
|  |  |  |  |  |
|  |  |  |  |  |
| Please give details of any courses currently being undertaken: | | | | |
| Membership of professional organisations | | | | |

**Other Training**

|  |
| --- |
| Please give details of other relevant training, skills or course |
|  |

**Employment History**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s name and address | Job Title | Salary | Dates  From /to |
| Current job first |  |  |  |

Please give details of two referees who can provide a confidential reference. One should be your present or most recent employer, or in the case of a first appointment, one referee should be from your school or college

|  |  |
| --- | --- |
| First Referee: Name | Second Referee : Name |
| Address: | Address: |
| Telephone:  Email: | Telephone:  Email: |
| Relationship: employer, teacher, friend | Relationship |

Please tick this box if you do not wish us to contact your referees without your permission

**Supporting information**

|  |
| --- |
| Please provide details of your skills and experience to support this application (please use additional sheets (max 2) as necessary). **You should refer to the Person Specification to cover the key elements of the post.** |
|  |

|  |  |
| --- | --- |
| **Do you consider that you have a disability?** | Yes / No |
| We welcome applications from people with disabilities. Should you consider yourself to have a disability and are invited for an interview, please give details of any special arrangements that you require | **Special arrangements required?** |
| **Rehabilitation Of Offenders Act 1974**  Posts involving work with children, older people and all other vulnerable groups are exempt from the provisions of the Rehabilitation Of Offenders Act 1974. Some placements in local authorities may require enhanced checks. | If you have ever been convicted of a criminal offence please give details (offence, date and sentence imposed) |

|  |  |
| --- | --- |
| **I declare that the information given on this form is true and correct and can be treated as part of any subsequent contract of employment. I also consent to ALEHM using my personal data for personnel, monitoring and management purposes. I understand that all information will be dealt with in accordance with Data Protection Legislation.** | |
| Signature:  Providing false or misleading information may lead to withdrawal or recovery of bursary. | Date: |

**Application Form**

**Please return completed form to Kath Lewis, Alehm Student Development Officer at admin@alehm.org.uk**

**Monitoring of Applicants**

The Association of Environmental Health Managers is striving towards equality of opportunity. To help us to find out if we are succeeding, we need the information detailed below. You are, therefore, requested to complete this form and return it with your application.

**Equal Opportunities Policy Statement:** The Association of London Environmental Health Managers believes that all people should be treated with dignity and respect without discrimination or harassment. Every possible step will be taken to ensure that applicants are treated equally and fairly and that decisions on recruitment, selection, training and promotion are based on agreed criteria. In particular, no applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job, or which constitute indirect unfair discrimination.

**I would describe myself as** *(please tick as appropriate)*

|  |  |  |
| --- | --- | --- |
| **White** | **Mixed Race** | **Asian or Asian British** |
| British | White and Black Caribbean | Indian |
| Irish | White and Black African | Pakistani |
| Any other white background | White and Asian | Bangladeshi |
| Please specify | Any other mixed background  Please specify | Any other Asian background  Please specify |
| **Black or Black British** | **Chinese or other ethnic group** |  |
| Caribbean | Chinese |  |
| African | Any other ethnic background |  |
| Any other black background |  |  |