

CONFIDENTIAL



APPLICATION FORM

In keeping with our Equal Opportunities Policy, applicants, irrespective of age, race, sex or disability, will be considered on their merits and assess as individuals in relation to this post. You must complete all of the sections, including the equal opportunities and disability information.

Position applied for:	Where you saw the advert for this post:
Personal details Title: Mr/Mrs/Miss/Ms/Other	Surname:
First names:	Previous Name:
Telephone (Day):	
Telephone (Eve):	Address: (If less than 6 years give previous address on a separate sheet)
Mobile:	
E-mail:	
	Post code:

Qualifications	
Body	Subject
Please use additional sheet if required	

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Memberships		
Give details of relevant membership of professional bodies		
Name of professional body	Date of membership	Status

Current or most recent employment/Committee Appointments such as Volunteering/School Governor/Parish Councillor etc.	
Employer/Body Name:	Position held:
Address:	Dates of appointment:
	Minimum notice period if applicable:
Contact Name and Job Title:	
Give a brief description of your duties and role in your current or most recent post	

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Relevant work history

Give details of your previous work history for the previous 5 years (including voluntary or unpaid work) beginning with the most recent post.

Dates (from/to)	Name of employer	Position held	Summary of main duties

Have you previously been employed by Foresters Friendly Society YES / NO

Are you related to a member of staff? YES / NO

If yes, please provide details on a separate sheet.

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References Give referees (not relatives) from whom references may be sought. One of the referees should have known you in a professional capacity.	
Name: Position: Telephone number: E-mail:	Company Name: Address: Post code: <input type="text" value="*"/>
Name: Position: Telephone number: E-mail:	Company Name: Address: Post code: <input type="text" value="*"/>
DISCLOSURE OF CRIMINAL CONVICTIONS The provisions relating to the non-disclosure of criminal convictions do not apply to certain occupations and activities. If the position for which you are applying is one that is exempt under the Rehabilitation of Offenders Act 1974, it will be necessary for you to disclose any criminal convictions even if, under the above Act, they would otherwise be regarded as "spent". Any information disclosed will be taken into consideration, but will not automatically prevent your application from proceeding. However, if you are appointed, failure to disclose any criminal conviction could lead to termination of your appointment.	

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Declaration

I declare that the information contained in this application is correct to the best of my knowledge, complete and accurate in all respects. I understand that knowingly giving false information will disqualify me from service with Foresters Friendly Society. I also agree to keep Foresters Friendly Society advised of any changes to any of the information supplied.

In connection with this application I have been advised that a search will be carried out with a credit check company to check all or any of the details which have been submitted. I hereby expressly consent to a credit check being carried out and retaining a record of any such search or check which may be shared with other organisations for the purposes of assessing future job applications and services.

I also expressly consent to the results of any such search or check being passed to the Society for the purposes of assessing this application.

I hereby authorise Foresters Friendly Society to obtain confidential information on my credit history and criminal records as necessary.

Signature

Date

Information from this application may be processed for purposes permitted under the **General Data Protection Regulation**. Individuals have, on written request, the right of access to personal data held about them.

The Society treats personal data collected during the recruitment process in accordance with its data protection policy. Information about how your data is used and the basis for processing your data is provided in the Society's job applicant privacy notice.

If you are selected, this information will be held in your HR file; otherwise it will be destroyed six months after the post is filled.

Return to : The Company Secretary
Foresters Friendly Society
Third Floor, Enterprise House,
Ocean Way,
Southampton
Hampshire SO14 3XB

Tel: 02380 216877

Email:
highcourtvacancies@forestersfriendlysociety.co.uk

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STATEMENT IN SUPPORT

To help the Nominations Committee assess your application, please set out a short statement under each of the headings. Your statement need be no more than 500 words or less. Please use a separate sheet if necessary.

1 Why I wish to apply for the role

2 What I can contribute to the role

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3 Experience relevant to the role including membership and positions with another mutual or friendly society.

4 Forestric Background (eg past and current Court/Area positions)

5 How will you meet the time commitment required?