**Fostering Coordinator role – ref USPCA 0424**

Thank you for your interest in working for the USPCA. Please complete this Application Form and return it by email to: [recruitment@uspca.co.uk](mailto:recruitment@uspca.co.uk)

The information you provide is strictly confidential and will be used only to administer your application.

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| **About You** |
| **Full Name** |
| **Address** |
| **Postcode** |
| **Email** |
| **Telephone** |
| **Mobile** |
| **Full Clean UK Driving Licence:**  **Years held for:** |

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| **Employment History: (Please start with your current/most recent employer and work back in chronological order. Salary details are only needed for your most recent/current position.**  **Please add more rows as required.** |

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| **Employer and Address –**  **Most Recent** | **Job Title** | **From and To** | **Tasks/Responsibilities involved** |
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| **Employer and Address –** | **Job Title** | **From and To** | **Tasks/Responsibilities involved** |  |
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| **RELEVANT EDUCATION/QUALIFICATIONS**  **Starting with the most recent** |

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| **Date achieved** | **Qualifications** |
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| **Supplementary Information**  **Please include examples where possible** |

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| **Tell us how you meet the essential criteria outlined** |
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| **Experience in the use of the main Microsoft Office software packages. Please describe below.** |
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| **Tell us how you meet the desirable criteria outlined (in the event of a high number of applications we may apply the desirable criteria as part of the selection)** |
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| **Referees** | |
| Please provide the names and contact details of two referees. One of these should be your current or most recent employer. | |
| Full Name: | Full Name: |
| Address: | Address: |
| Telephone: | Telephone: |
| Email: | Email: |
| Relationship: | Relationship: |

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| **Health Declaration** |
| **Do you have any health conditions or are you taking any medication which may affect your ability to carry out this role? If so please give details:** |
| **NB: FAILURE TO COMPLETE AND SIGN THIS FORM MAY RESULT IN YOUR APPLICATION NOT BEING SHORTLISTED** |

DATA PROTECTION STATEMENT

The information that you provide on this form and obtained from any other relevant sources will be used to process your application. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application, the information will be used in the administration of your employment with us and to provide you with information about us. We may also use the information if there is a complaint. We may check the information collected, with third parties or with information held by us. We may also use or pass certain third parties information to prevent or detect crime, to protect public funds, or in other ways permitted by law. By signing the application form we will be assuming that you agree to the processing of the sensitive personal data, (as described above), in accordance with the Data Protection Act.

**I declare that to the best of my knowledge, the information given is honest and accurate.**

**I confirm that there are no medical reasons which prevent me from undertaking the duties of this role.**

**I confirm that I have the right to work in the UK.**

**I confirm that I have a full driving licence and access to a car for work.**

**I understand that any false/misleading statements and/or omissions may result in my application being rejected or if I have already taken up my role, being asked to leave.**

**Signed:**

**Date:**