



BOSP Application Form



First Name:		Middle Names:
Surname:		
Any Former Names:		

Address and Post Code:	
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Home Tel. no:		Mobile no:	
Work Tel. no:		Can we ring you at work: Yes / No:	
Email address:			

If you have been convicted of any criminal record, which is not spent, as defined by the Rehabilitation of Offenders Act 1974, please give details:		
Have you had any convictions, cautions, bind-overs, been reprimanded for a criminal offence or been subject to sanctions imposed by a professional body?	Yes / No:	
Are you on any of the 2 lists banning you from working with children or vulnerable adults imposed by the Independent Safeguarding Authority?	Yes / No:	
If yes, please give details and dates:		
Do you need a permit to work in the UK?	Yes / No:	Number:
National Insurance Number:	If required, provide a Right to Work Check Code:	

How did you hear about this post?	
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REFERENCE 1

Please provide the names and full addresses of two referees:
(one of whom should be your present or latest employer)

Name:	
Position held:	
Company/Organisation:	
Address and Post Code:	
Telephone no:	
Email address:	
In what capacity do you know this person?	
May we contact the referee before interview?	

REFERENCE 2

Name:	
Position held:	
Company/Organisation:	
Address and Post Code:	
Telephone no:	
Email address:	
In what capacity do you know this person?	
May we contact the referee before interview?	

EMPLOYMENT HISTORY

Current or most recent employment

Name and address of Employer:			
From:		To:	
Job Title:		Basic salary per annum:	
Brief description of duties:			
Reason for leaving:			

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The BOSP Office, Wat Tyler Country Park, Pitsea Hall Lane, Pitsea, Basildon, Essex SS16 4UH

BOSP Registered Charity No: 1107392 • Company No: 5284004

OTHER EMPLOYMENT HISTORY STARTING WITH MOST RECENT

Please give full employment history; accounting for any gaps, continuing on a separate sheet of paper if necessary

Post	From	To	Employer/organisation name and address	Reason for leaving

RECORD OF EDUCATION & QUALIFICATIONS ACHIEVED

Start with most recent

Secondary Schools, Colleges, Universities	From	To	Brief details of course and qualifications taken	Grade

STUDY CURRENTLY BEING UNDERTAKEN

Secondary Schools, Colleges, Universities	From	To	Brief details of course and qualifications taken	Grade

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OTHER TRAINING YOU HAVE RECEIVED WHICH YOU CONSIDER RELEVANT TO THE POST

DESCRIBE ANY COMMUNITY ACTIVITY OR VOLUNTARY WORK YOU HAVE BEEN INVOLVED IN WHICH IS OF RELEVANCE TO THE POST

WHY ARE YOU INTERESTED IN APPLYING FOR THIS POST?

RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE

Having read the Job Description, please state how your experience and achievements to date would make you a suitable candidate for this post

RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE

Having read the Person Specification, please tell us using the three categories of Experience, Skills and Attributes, how you meet these requirements

Do you hold a current, valid driving licence?	Yes / No:
Do you have access to a vehicle?	Yes No:
Do you have any relationship (i.e. family, friends) with anyone working for BOSP?	Yes / No:
If yes, please state their name:	

DECLARATION

Any of the above particulars may be subject to check, I understand that any false, inaccurate or incomplete information could result in dismissal, disciplinary action or withdrawal of any offer of employment.

I declare that the information given on this is, to the best of my knowledge, correct and complete and can be treated as part of any subsequent contract of employment.

DATA PROTECTION

Any information you provide on this form will be used to process your application for employment. All data is held securely and in compliance with the Data Protection Act 2018, which includes the General Data Protection Regulation and associated legislation. If your application is successful, the information you have provided on this form will become part of your personnel file which shall be retained throughout the duration of your employment and afterwards in accordance with our data retention policy. If your application is unsuccessful, your application form and any documents you have submitted in support of your application will be destroyed after a period of 6 months. For further information about how, why, and when we obtain and use your personal information, and how we keep it safe and secure please view our privacy notice at www.bosp.co.uk

I give my permission to BOSP to process, by means of a computer database or otherwise, any information which I provide to it, for the purpose of my employment with BOSP.

Signature of applicant:

Date: