**Focus before fun** – it’s part of the job every day at 270. From safety checks on equipment and making sure the site is set to our team being ready to welcome people to take part in exciting adventure activities. This form is much like that – it’s the routine stuff we need to go through to ensure the exciting stuff happens. It’s part of our prep to make sure we’ve got everything in place for the next stage and the (hopefully) fun part of meeting our next team members!

Please don't let anything in this form put you off – for most roles a great attitude and friendly persona is just as important (if not more!) than being an unapproachable grouch with the best qualifications and a masters degree in astrophysics. Right, let’s go…

**Application Form and Guidance**

To ensure equal opportunities in our recruitment, we request all applicants complete this form. Your application forms a key part in deciding whether you’re invited to an interview with us or not so please complete it carefully. The shortlisting process will measure applicants against the specifications of the job role description and we’ll use it to decide who to interview based on the information you provide. Part Two will be provided if you are invited for interview stage.

We’re committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All positions within 270 Climbing may bring you into direct or indirect contact with vulnerable groups, including children.

Please include your full education/employment/training history from when you left school. We will require you to account for any gaps or anomalies.

**Points to remember**

* Take your time and complete the form as fully and as accurately as you can
* Make sure you have read through the job role description and advertisement carefully, and ensure that you tailor your application to these requirements
* Include any relevant experience, skills or knowledge you have – however you gained it
* Please complete all sections electronically or handwrite in black ink
* If you complete the form by hand, please ensure it is clear and legible - use BLOCK CAPITALS if your writing is hard to read.

General Data Protection Regulation (GDPR) - The information provided on this form will be processed in accordance with GDPR, which replaces the Data Protection Act 1998. This means that the information will be kept securely and confidentially and only disclosed to an appropriate authority where required. We will keep you information for 12 months then it will be deleted.

**Application Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | | |
| Position / Role  Applied For: |  | | |
| **Internal Use Only:** | | | |
| Closing Date: |  | | |
| Application Reviewed Date: |  | Reviewed By: |  |

SECTION A

**About You**

|  |  |
| --- | --- |
| Surname: |  |
| Forename(s): |  |
|  |  |
| Address:  (Inc. Postcode) |  |
| Mobile Number: |  |
| Email Address: |  |
| Do you have a Driving License? | **YES / NO** |
| Have you ever been disqualified from driving? | **YES / NO** If yes, provide details: |

**Employment History**

|  |  |
| --- | --- |
| Current / Last Employer’s Name: |  |
| Role/Position Held: |  |
| Name & Job Title of your Line Manager: |  |
| Position Held From: |  |
| Reason for Leaving: | |
| Outline of Duties: | |

**Previous Employment**

Start with your most recent position and work back to earlier jobs. If necessary, please complete on separate sheet or include within the Support Statement on the following page. Make sure to write your name on each sheet, number them and attach securely to your application.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYER** | **POSITION** | **FROM** | **TO** | **REASON FOR LEAVING** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Voluntary / Unpaid Work**

Please tell us about any voluntary or unpaid work you have undertaken. If you need more space, please use additional paper making sure to write your name on each sheet, number them and attach securely to your application.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ORGANISATION** | **POSITION** | **FROM** | **TO** | **DESCRIPTION** | **REASON FOR LEAVING** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Gaps in Employment**

Please tell us about any gaps in your employment history. Please note you may be asked about these at the interview. Complete on a separate sheet if necessary, writing your name on each sheet, numbering them and attach securely to your application.

|  |  |  |
| --- | --- | --- |
| **FROM** | **TO** | **REASON** |
|  |  |  |
|  |  |  |

**Qualifications and Professional Membership**

Only complete this section if you have qualifications and/or membership of a professional body that is/are relevant to the post applied. Please include details of any equivalent overseas qualifications. Please note original certificates may need to be produced.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SCHOOL/COLLEGE/UNIVERSITY** | **FROM:** | **TO:** | **QUALIFICATION** | **LEVEL & GRADE** |
|  |  |  |  |  |
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|  |  |  |  |
| --- | --- | --- | --- |
| **PROFESSIONAL BODY** | **MEMBERSHIP NUMBER** | **MEMBERSHIP STATUS** | **SINCE** |
|  |  |  |  |
|  |  |  |  |

**Supporting Statement**

This statement gives you an opportunity to tell us more about yourself and your suitability for the role.

Please tell us how you meet the requirements listed in the job specifications. Use as many examples as you can under each requirement, referring to your current and previous employment, voluntary work, training or other relevant experience. Please use additional sheets of paper to complete this. Make sure you write your name on each sheet, number them and attach securely to your application.

|  |
| --- |
|  |

**Returning this Application Form**

Return your completed Application Form (Part 1) by email to [recruitment@270climbing.com](mailto:recruitment@270climbing.com) or by post to:

Recruitment, 270 Climbing Park, Bentham Lane, Witcombe, Gloucestershire GL3 4UD

Please ensure we receive these by the end of the day on the closing date stated. Email applications are ok, but you will be asked to sign the declaration if you are invited for interview. Late applications will not normally be considered.

**Your Right to Work in the UK**

We have a legal obligation to check individuals have a right to work in the UK before we employ them. Please confirm that you have a right to work in the UK and that you have documentary evidence for this. You will be asked to bring evidence with you if called for an interview.

|  |  |
| --- | --- |
| *“I confirm that I have a right to work in the UK and that I have evidence for this”* | **YES / NO** |

**Access Requirements for Applicants with a Disability**

We will take all reasonable steps to remove any barriers you may face when attending interview but please tell us about any adjustments we may need to make to assist you at interview (access etc).

|  |
| --- |
|  |