



## WESSEX RESERVE FORCES' AND CADETS' ASSOCIATION

### PERSONAL INFORMATION (**CONFIDENTIAL**)

**Post title:** Executive Officer  
Works and Estates Department

#### I. Personal Details

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

\_\_\_\_\_

If successful, when are you available to start work? \_\_\_\_\_

Contact Details

Email address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_

Business: \_\_\_\_\_

Mobile: \_\_\_\_\_

Please state preferred contact telephone number: \_\_\_\_\_

Please state where you saw this vacancy advertised: \_\_\_\_\_

\_\_\_\_\_

#### 2. General

Do you hold a current driving licence?  Yes  No

If Yes, which licence is it?  Full  Provisional  LGV  PCV

\_\_\_\_\_

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Are there any adjustments that may be required to be made should you be invited for interview, for example disabled access?

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If so, please state here:

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### 3. References

Please indicate two people who can provide references – one of whom must be your present/most recent employer:

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Name:

Name:

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Address:

Address:

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Tel. No.

Tel. No.

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Email:

Email:

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Occupation:

Occupation:

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I give/do not give permission to take up my references prior to an offer of employment being made.

(delete clearly as appropriate)

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Please continue on a separate sheet if necessary, giving page number and title heading

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#### **4. Data Protection Statement**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. 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 and take up employment with us, 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 this information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

#### **5. Declaration**

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signature:

Date:

**Please complete in full and return with CV to:**

Administrative Officer Secretariat

Wessex Reserve Forces and Cadets Association

Mount House, Mount Street, TAUNTON TA1 3QE

E: [wx-offao@rfca.mod.uk](mailto:wx-offao@rfca.mod.uk)

## Equal Opportunities Monitoring

This section of the application form will be detached from your application and will be used solely for monitoring purposes.

The Reserve Forces' and Cadets' Association recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

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White:     British     Irish     Any other white background\*

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Mixed:     White and Black African     White and Asian     Any other mixed background\*

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Black or Black British:     Caribbean     African     Any other black background\*

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Asian or Asian British:     Indian     Pakistani     Any other Asian background\*

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Chinese or Other Ethnic Group:     Chinese     Any other Ethnic Group\*

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\*Please specify

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Gender: Please specify

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Do you consider yourself to have a disability:     Yes     No

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If Yes, please state nature of disability:

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The Disability Discrimination Act defines disability as "A physical or mental impairment which has a substantial and long term effect on the person's ability to carry out normal day-to-day activities".

If you wish, you may disclose information about yourself in this section about your:

Religion

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Sexual Orientation

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