



HorseWorld

Registered Company Address

HorseWorld Trust
Delmar Hall, Keynes Farm,
Staunton Lane, Whitchurch,
Bristol, BS14 0QL

Registered in England & Wales No. 06353944
VAT No. 108 2265 37
Registered Charity No. 1121920

Employment Application Form

What role are you applying for?		
Department		
HR use only	Applicant number	
	Notes	

YOUR DETAILS					
Title		Forename(s)		Surname	
Previous surnames (if applicable)					
Full address					
Email address		National Insurance Number			
Mobile no.			Landline no.		
Full current driving licence	Yes	No	Groups		Expiry date
Details of any endorsements					
Do you require a work permit to work in the UK?	Yes	No	If yes, please provide details below:		
How/where did you hear about this vacancy?					
Are you related to anyone who works at HorseWorld?					

YOUR EDUCATION				
Please list in date order, starting with the most recent first.				
School / College / University	Start date (MM/YYYY)	End date (MM/YYYY)	Subjects	Qualifications

YOUR TRAINING			
Please note any relevant training, courses, additional qualifications, or professional memberships.			
Training provider / Professional body	Start date (MM/YYYY)	End date (MM/YYYY)	Details

YOUR EMPLOYMENT & WORK EXPERIENCE			
Please list all employment / experience (paid or unpaid) and explain any gaps between jobs. List in date order, with the most recent first.			
Current (or most recent) role:			
Company		Address	
Job title			
Salary / rate of pay			
Start date		End date (if applicable)	
Notice period		Reason for leaving	
Duties & responsibilities			

Company	
Address	
Job title	
Start date (MM/YYYY)	
End date (MM/YYYY)	
Reason for leaving	
Summary of responsibilities	

Company	
Address	
Job title	
Start date (MM/YYYY)	
End date (MM/YYYY)	
Reason for leaving	
Summary of responsibilities	

Company	
Address	
Job title	
Start date (MM/YYYY)	
End date (MM/YYYY)	
Reason for leaving	
Summary of responsibilities	

Company	
Address	

Job title	
Start date (MM/YYYY)	
End date (MM/YYYY)	
Reason for leaving	
Summary of responsibilities	

#Please continue on a separate sheet if necessary

YOUR SUPPORTING STATEMENT

Use this section to explain why you think you are suited to this role, making specific reference to Role Profile & Person Specification document. You should include:

- Why you are applying for this role,
- The strengths you would bring to this role,
- How your knowledge, skills and experiences match the role criteria and HorseWorld's ethos
- Your main achievements to date,
- Leisure interests, sports, hobbies and other pastimes

Continue on a separate page if necessary.

YOUR AVAILABILITY

Are there any reasonable adjustments that HorseWorld can make to support you with the recruitment / interview process	
Do you have any holidays booked for the next year	

What is your current notice period (if applicable)	
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ADDITIONAL INFORMATION

HorseWorld will be required to check whether you have a criminal record as our roles are subject to a satisfactory disclosure from the Disclosure and Barring Service (known as a DBS check). The level of DBS check will be identified on the role profile. The Rehabilitation of Offenders Act 1974 helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions and cautions to employers after a defined rehabilitation period has elapsed. During the rehabilitation period convictions and cautions must always be declared.

Do you have any unspent convictions?	Yes	No
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Please circle "Yes" if you have any convictions that are not yet spent under the Rehabilitation of Offenders Act 1974. The term 'convictions' is used to refer to any sentence or disposal issued by a court. If all your convictions are spent, circle "No". If you're not sure if your convictions are unspent or spent, you can use a tool available at www.disclosurecalculator.org.uk and read guidance at <https://hub.unlock.org.uk/information/rehabilitation-of-offenders-act-1974/>

Providing false information is an offence and could result in your application being rejected, or summary dismissal if the applicant has been selected, and possible referral to the Police.

DATA PROTECTION STATEMENT

All information collected in this form is necessary and relevant to the performance of the role you are applying for. We will use the information provided by you on this form and by the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. HorseWorld will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which can be found on our website: <https://www.horseworld.org.uk/about-us/horseworld-recruitment-privacy-notice/>

YOUR DECLARATION

I confirm that the above information is complete and correct and that any untrue or misleading information will give the Company the right to terminate any employment contract offered, with immediate effect.

I agree that should I be successful in this application, I will apply to the Disclosure and Barring Service for a basic or enhanced disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the Company, any offer of employment may be withdrawn or my employment terminated.

I understand that any offer of employment is subject to the Company being satisfied with the results of a series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period.

By signing below, I confirm that I have read and understood the above statements.

Full name:	
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Signature:	
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Date:	
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Once complete, please return this form and your covering letter to:

Jen Dreux
HorseWorld, Delmar Hall, Keynes Farm, Staunton Lane,
Whitchurch, Bristol, BS14 0QL
Jen.Dreux@horseworld.org.uk