## **EMPLOYMENT APPLICATION FORM**

Thank you for your interest in working at Xperience. To assist you in the recruitment process, please ensure you have read the relevant Job Role Profile along with the policy documents which are available on our careers website at:

[Careers | Xperience (xperience-group.com)](https://www.xperience-group.com/careers/)

Our policy is to employ the best qualified personnel, to provide equal opportunity for applicants and our employees and not to unlawfully discriminate against any person.

Applicants will be shortlisted based on the information provided on this form, which is your opportunity to tell us about your skills, knowledge, experience and competence that make you suitable for this role.

**All** sections must be completed before submitting your application; failure to do so may result in your application being rejected. **CVs and covering letters will not be considered and should not be submitted.**

Xperience is legally required to carry out a number of pre-appointment checks which are detailed in the Company’s Recruitment and Selection Policy. The information you are being asked to provide in this application form is required so that Xperience can comply with its legal obligations should your application be successful.

Please note that Xperience reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

In line with our commitment to creating a diverse and inclusive workforce, we kindly ask that you do not put your name on this application form, to help us maintain applicant anonymity through the shortlisting process. The Hiring Team will track your application via your applicant number, and we would therefore be grateful if you submit your application in word format.

## **Role Applied For:**

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## **SECONDARY, FURTHER/HIGHER EDUCATION**

## Please list in chronological order all secondary schools, further education and higher education institutions attended. Please list all qualifications taken, together with the grades obtained.

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| --- | --- | --- | --- |
| Date | School / College / University | Qualifications obtained | Grade obtained |
|  |  |  |  |

## **Professional Certifications and Memberships**

Please give details of your qualifications that are applicable to the role criteria. Please note that if successful in being appointed to this role, Xperience may ask to see evidence of all declared qualifications and professional memberships.

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| --- | --- | --- | --- |
| Date | Name of Awarding Body | Qualification | Membership Number |
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## **Employment History**

### Your current or most recent employer. If you are currently studying, please state ‘student’. If you are currently unemployed, please state ‘unemployed’.

Current job title:

Name of employer:

Address:

Pay:

Date started with employer:

Notice period:

Reason for leaving:

Please list your main duties and responsibilities relevant and transferable to the role you are applying for:

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## **Previous Employment**

**Please supply, in chronological order starting with your most recent employer, a full history of all previous employment, including self-employment or unemployment since leaving education. (Please continue on a separate sheet of paper if necessary.)**

Job title:

Name of employer:

Start Date (MM/YY):

End Date (MM/YY):

Reason for leaving:

**Brief summary of main responsibilities and transferrable skills:**

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Job title:

Name of employer:

Start Date (MM/YY):

End Date (MM/YY):

Reason for leaving:

**Brief summary of main responsibilities and transferrable skills:**

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Job title:

Name of employer:

Start Date (MM/YY):

End Date (MM/YY):

Reason for leaving:

**Brief summary of main responsibilities and transferrable skills:**

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## **Suitability for the Role**

In no more than 300 words, please explain why you believe you are suitable for this position and how you meet the essential and desirable criteria within the job description and person specification.

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## **Declaration**

Please tick the following statements as applicable:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please tick the following statements as applicable:**   |  |  | | --- | --- | |  | **I confirm that the information I have given on this application form is true and correct to the best of my knowledge.** | |  | I confirm I have completed this application form myself, without the use of AI. | |  | I understand that providing false information is an offence which could result in my application being rejected (or if the false information comes to light after my appointment, summary dismissal). | |  | **I confirm and certify that to the best of my knowledge the information I have provided on this application form, and all other supporting information is true and correct. I understand that if I provide misleading or incorrect information or have failed to disclose information this will result in the termination of any contract of employment offered.** | |

Where this form is submitted electronically, electronic receipt of this form by Xperience will be deemed equivalent to submission of a signed version and will constitute confirmation of the declaration above. When submitting electronically, you must type your name in to the signature box.

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| E: [jobs@xperience-group.com](mailto:enquiries@xperience-group.com)  W: [www.xperience-group.com](http://www.xperience-group.com/)  Lisburn | Peterborough | Bury St Edmunds | Glasgow |
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