



APPLICATION FORM

Position applied for and reference:
How did you find out about this job?

Personal details	
Title and full name:	NI Number:
Any former names used:	
Address	Contact details: Home phone: Mobile: Email:

Supporting statement Please outline in this section why you have applied for this position.
Please continue on another page if necessary.

Selection criteria

Please study the **key requirements** on the Job Profile document and provide relevant examples of how you meet each one. Your examples should draw on your experiences from your current and/or previous roles or from other relevant situations, such as activities outside of this.

Please continue on another page if necessary.

Other information

Are you or have you ever been a Swanage Railway employee? Yes No

If yes, please give role(s) and date(s):

Are you or have you ever been a Swanage Railway volunteer? Yes No

If yes, please give role(s) and date(s):

Yes No

Are you related to any Swanage Railway employees or volunteers?

If yes please give details:

References

If you are successfully appointed to the role, any offer will be conditional upon satisfactory references. At the point of offer you will be asked for details of two individuals who are prepared to act as referees. These should be independent referees from outside the Swanage Railway Company or Swanage Railway Trust and should include your current or most recent employer. Family members may not act as referees. For internal applicants, line managers will be asked to provide a written summary of your suitability.

Rehabilitation of offenders

The Rehabilitation of Offenders Act 1974 allows certain people to consider their criminal convictions as 'spent' meaning that they don't have to reveal those convictions when applying for jobs. This job is exempt from the provisions of the Act in order to protect the public. As such you need to inform us of any criminal convictions you have received. Any of the information you give us will be treated as confidential and will not necessarily mean that your application will fail.

Have you been convicted of a criminal offence? Yes No

If yes, please give details:

Declaration

I hereby confirm that the information I have provided in this application, to the best of my knowledge is accurate and true. I understand that if I give any false or misleading information that my application may be rejected or, if I am offered a job, it could lead to dismissal after my appointment.

Printed or signed name:

Date:

Please send your completed application form to: Finance and Payroll Manager at recruitment@swanagerailway.co.uk or post it to Recruitment, Swanage Railway Company, Station House, Swanage, Dorset BH19 1HB. As part of your application you must also include your CV setting out your career history, with responsibilities and achievements to date and showing any gaps in your employment.