



## APPLICATION FORM

Position applied for and reference: <b>Passenger Services Assistant</b>			
Period : (Please tick)	1 <sup>st</sup> April-30 <sup>th</sup> September	1 <sup>st</sup> April-31 <sup>st</sup> October	1 <sup>st</sup> April-31 <sup>st</sup> December
How did you find out about this job?			

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

<b>Supporting statement</b> Please outline in this section why you have applied for this position.
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**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

Have you any convictions that are **not** spent under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975?

Yes

No

If so, please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Exceptions Orders:

## General Data Protection Regulations

By signing this application form you agree to the information you provide being stored either in paper or electronic format in our offices. The information you provide will be used for recruitment purposes only and will not be kept for longer than 6 months. We will not share your information with any other parties outside Swanage Railway and you have the right to amend or withdraw your consent.

## 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](mailto: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.**