



Job Application

Role title:

Role reference:

Closing date:

Likely interview dates:

Please complete this application form electronically and email, with a cover letter outlining your suitability for the role (as a Microsoft Word document) to the e-mail address provided

Alternatively, please post your application to:

Work For Us
St Michael's Mount,
Marazion,
Cornwall, TR17 0HS.

Staff-in-confidence

StAE (and/or associated companies and agents) will use the information you provide on this form to process your application. If your application is successful and you take up employment with StAE, this form will be kept on your personnel file and some details from it will be held on an electronic information system. If your application is unsuccessful, this form may be kept on file for one year after completion of the recruitment exercise, when it will then be shredded.

You have the right to ask for a copy of the information we hold on you, for which we may charge a fee. You also have the right to ask us to correct any inaccuracies in that information. If you do want to see a copy of your information, please contact the Data Protection Manager at the St Aubyn Estates registered office (The Estate Office, Marazion, Cornwall TR17 0EF)

1. Personal Information

Family name	
First name	
Present address	
Phone (home)	
Phone (mobile)	
Phone (work)	
<i>Can we contact you at work?</i>	
Email address	
National Insurance number	

2. Eligibility to work in the UK

Please confirm below and be prepared to bring evidence to interview.

I am eligible to work in the UK

3. Criminal Record

Have you ever been convicted of a criminal offence?

Yes No

If 'yes', please give details of the offence and the sentence imposed in the space below. Subject to certain exempted occupations, convictions that are 'spent' under the Rehabilitation of Offenders Act 1974 need not be mentioned. Please be aware that declaring a conviction will not automatically disqualify you from being employed by the Company.

4. Availability

When are you available to take up the job?	
What length of notice must you give?	

6. Employment

Please give details of your employment for the last ten years, or since leaving full-time education if less than ten years ago, starting with the most recent employment.

Account for all your time, including voluntary work or other periods of more than 1 month away from work. Please be aware that it will not prejudice your application if you disclose a period of ill health or a period out of formal employment (e.g. time spent at home bringing up children).

From (mm/yyyy)	to
Employer	
Position held	
Location/country	
From (mm/yyyy)	to
Employer	
Position held	
Location/country	
From (mm/yyyy)	to
Employer	
Position held	
Location/country	
From (mm/yyyy)	to
Employer	
Position held	
Location/country	
From (mm/yyyy)	to
Employer	
Position held	
Location/country	
From (mm/yyyy)	to
Employer	
Position held	
Location/country	

7. Evidence in support of your application

In support of your application, enter below (or on a separate sheet) anything that you believe would be helpful in assessing your suitability for the post. You can insert more rows if you like. You may especially like to consider:

- tasks/responsibilities listed on the job description
- attributes listed on the person specification
- other behavioural competencies (the things that you do well)
- skills, knowledge and experience and
- any specialist qualifications.

Please also attach your CV if you have one

Experience, skills, knowledge	When have you have used these and what was the impact?
A team player	
Good communicator	
Focused under pressure	
Ability to use own initiative.	

Please tell us in your own words why you want the job, what you expect to bring to the role, and why we should choose you.

8. References

The Company requires two references.

A. Your current/most recent employer

Name	
Job title/position	
Telephone	
Email	
Address	

Would you like us to wait until a job offer has been made before requesting a reference?

Yes No preference

B. Previous employer, or school/university if no previous employer is available

Is this a work or academic reference? Work Academic

Name	
Job title/position	
Telephone	
Email	
Address	

Would you like us to wait until a job offer has been made before requesting a reference?

Yes No preference

9. Assistance with the selection process

Section One of the Disability Discrimination Act 1995 defines a person as having a disability if he or she has a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. It is the Company’s policy to interview all applicants who are disabled and who meet the essential criteria for an advertised job.

Whether or not you are disabled, do you need any help or special consideration to enable you to attend/participate fully in the interview and complete associated tests?

Yes No

If your answer is ‘yes’ we will get in touch with you later to ascertain how best to assist you.

10. Declaration

By checking this box, I declare that the information I have provided in this application form is, to the best of my knowledge and belief, correct and complete.

Warning: if you include any details that you know to be false or if you withhold relevant information, you may render yourself liable to disqualification from the recruitment exercise or, if appointed, to dismissal.

We may require your signature here if you are offered the post

Date of completion