# WSET Job Application Form

This form has been designed to tell us all we need to know about you at this stage. Please complete the form in black ink and if preferable in type. If hand-written please ensure the script is clear for ease of reading.

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| **Surname:** | **Forenames:** |
| **Address:** | |
| **E-mail address:** | |
| **Tel No. (Home):** | **Notice Period:** |
| **Mobile No:** | **Job Reference:** |
| **Do you have any friends, relatives or acquaintances working for the WSET?**  **Yes**  **No** | **If yes, please state name and relationship:** |

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| --- | --- | --- | --- | --- | --- |
| **Secondary Schools; Colleges; University** | **Dates** | | **Examinations taken** | **Date** | **Result** |
|  | **From** | **To** |  |  |  |
| **Professional Qualifications currently held: how obtained, grade and date** | | | | | |
| **Other relevant Educational or Training Courses, with dates:** | | | | | |

**Current Employment**

|  |  |
| --- | --- |
| **Title of Post:** | **Salary:** |
| **Name & Address of Employer:** | **Business of**  **Employer** |
|  | **Date**  **Commenced:** |
|  | **Date ended**  **(if applicable)** |
| **Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable)**  **If you are currently unemployed please refer to your last job.** | |
| **Reason for leaving or wishing to leave:** | |

**Previous Employment (last three jobs)**

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| --- | --- | --- | --- | --- |
| **Name & Address of Former Employers** | **Position held** | **Dates**  **From To** | | **Reason for leaving and final grade/salary** |
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| **Please include any skills and experience you have acquired that can support this application, whether within the working environment or externally. PLEASE NOTE that the content provided will be used to shortlist against the requirements of the person specification.**  **Please also include why you are applying for this position and feel free to use a continuation sheet if necessary.** |
| **EQUALITY ACT 2010**  The organisation welcomes applications from disabled people. Please indicate on this form if you consider yourself to be disabled and if there is anything that we need to do or take into consideration to ensure that the shortlisting process is fair in relation to people with disabilities.  The letter inviting shortlisted candidates for interview will ask if you need any adjustments for the interview itself. There will also be an opportunity at the interview to discuss any adjustments to the workplace or working arrangements that may be required to enable you to carry out your duties if you are recruited.  All information about your mental or physical health or disability will be dealt with in accordance with the organisation's [data protection policy](https://www.xperthr.co.uk/policies-and-documents/data-protection-policy-compliant-with-the-gdpr-/162690/) / policy on processing special categories of personal data. Information about how your data is used and the basis for processing is provided in the organisation's data protection policy.  I do not consider myself to have a disability  I have a disability and would request the following be taken into consideration  for the shortlisting process |
| **REHABILITATION OF OFFENDERS ACT 1974**  WSET is committed to equality of opportunity for all job applicants and aims to select people for employment on the basis of their individual skills, abilities, experience, knowledge and, where appropriate, qualifications and training.  The organisation will therefore consider ex-offenders for employment on their individual merits. The organisation's approach towards employing ex-offenders differs, however, depending on whether the job is or is not exempt from the provisions of the Rehabilitation of Offenders Act 1974.  Please declare any unspent convictions on a separate sheet and tick this box if doing so |

*WSET is committed to ensuring that all information provided about an individual's criminal convictions, including any information released in disclosures, is used fairly and stored and handled appropriately and in accordance with the provisions of the Data Protection Act 1998 and the DBS*[*Code of practice for registered persons and other recipients of disclosure information*](https://www.gov.uk/government/publications/dbs-code-of-practice)*. Data held on file about an individual's criminal convictions will be held only as long as it is required for employment purposes and will not be disclosed to any unauthorised person*

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| **Names and addresses of two referees, one of whom should be your current or most recent employer:** | |
| **Tel No:**  **Email Address:** | **Tel No:**  **Email Address: /** |
| **No approach will be made to your present employer before an offer of employment is made to you.** | |

Thank you for completing this application. Please return to: **HrHelpdesk@wsetglobal.com**