



**THE SANDRINGHAM ESTATE**

**APPLICATION GUIDANCE NOTES**

**PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM AS IMPORTANT SECURITY INFORMATION IS INCLUDED**

Please complete your form clearly in **black** ink (to allow for photocopying) and tick all the boxes as appropriate.

Ensure that you clearly state the full job title of the role for which you are applying at the top of the application form; if your application is speculative please specify.

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| **Personal Details** |

If you live in temporary accommodation or reside at a different address to your permanent address, please state this clearly in this section.

**If you are successful in being invited to attend an interview, the information provided in this section will allow us to conduct a security check prior to your entry. If you are not invited to attend an interview this information will not be used, and no checks will take place.**

If you are a non-UK National and do not currently have a National Insurance Number, please state this on the form. For details of how to obtain a National Insurance Number please contact your local Job Centre Plus.

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| **Education & Membership of Professional Bodies** |

Please provide full details of all formal qualifications you have received and any for which you are studying. If you are a member of any professional bodies, please provide details in the relevant section. Please be aware that should you be invited to an interview you will be required to bring along originals of your certificates relating to academic or professional qualifications.

If you are currently studying or have graduated within the last five years, the Sandringham Estate may seek an academic reference. Please ensure you provide the name and full contact details of a tutor or lecturer who would be willing to provide such a reference.

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| **Employment Information** |

Please provide as much information as possible relating to your employment (paid and unpaid) starting with your present or most recent employer and working backwards to cover all your previous employment history. It is essential that you provide the name of a referee and full contact details for each of your previous employers. Failure to do so may result in a delay to your start date, should you be successful in your application.

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| **Why are you applying for this position?** |

This section is very important as it allows you the opportunity to explain why you wish to apply for the position and why you feel you are a suitable applicant. Please briefly explain why you have applied and in what ways your skills, knowledge and experience match the requirements specified in the advertisement and/or the job description, and give details of any relevant interests or activities you feel would further support your application.

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| **General Information** |

The Sandringham Estate appoints on merit and endeavours to recruit from all sections of the community. In order that we reach a wide cross section of candidates and attract those that are the most suitable, it is helpful for us to know how you heard of the vacancy. If you responded to an advertisement, please specify the publication or media.

The Sandringham Estate is unable to accept applications from individuals who do not have the right to work in the UK. If you hold a valid work permit or visa please ensure you provide full details in this section and be aware that you will be requested to produce your passport and visa if you are invited to an interview.

Please indicate any dates or times within six weeks of the application closing date when you would not be available to attend an interview.

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| **Personal Reference** |

In addition to employment and academic references (if relevant) the Sandringham Estate will take up a personal reference in order to verify and support your application. Personal referees must have known you for a minimum of five years.

Relatives will not be accepted as referees.

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| **Rehabilitation of Offenders Act, 1974** |

All appointments with the Sandringham Estate are subject to satisfactory security clearance. Please give details of any spent and unspent convictions. In accordance with the Rehabilitation of Offenders Act, 1974 (Exceptions) Order 1975, spent and unspent convictions or cautions may be taken into account where national security is concerned. Information received will be treated as confidential. A conviction will not necessarily prevent you being employed on the Sandringham Estate. The security vetting procedures, however, require you to make a full declaration.

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| **Declaration**  |

Please ensure that you read the declaration carefully and sign and date the bottom of the form.

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| **How to apply**  |

Once complete, please bring your application form with you to your interview.

If you add any continuation sheets, please make sure you mark these clearly with your name and the position for which you are applying.

Thank you in advance for applying to the Sandringham Estate.

**CONFIDENTIAL**



**THE SANDRINGHAM ESTATE**

**APPLICATION FOR EMPLOYMENT**

**Before completing this application form, please read the accompanying Guidance Notes. If you have any difficulty completing this form please call the Estate Office on 01485 545400. Please write clearly in black ink and tick boxes as required.**

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| **Position applied for**  |

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| **Personal Details** |

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| --- | --- | --- |
| **Title** | **Forename(s)** | **Surname** |
| **Permanent address**  |
|  |
|  | **Postcode** |
| **Home or Mobile telephone number** | **Date of Birth** |
| **Work telephone number** (if convenient) | **e-mail address**  |
| **Correspondence/Temporary address** (if different from above) |
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| **Previous or other names and surnames used** |
| **National Insurance number**  | **Nationality** |

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| **Education & Membership of Professional Bodies** |

**Secondary Education/Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution name & address** | **Subject** | **Level****(GCSE, ‘A’ level etc)** | **Grade** |
|  |  |  |  |

**Higher Education and Professional Qualifications obtained and currently being pursued**

|  |  |  |
| --- | --- | --- |
| **University/College attended****(name & address)** | **Course** | **Qualification achieved** |
|  |  |  |

**Name and contact details of tutor or lecturer who would be willing to act as a referee** (if applicable – see Guidance Notes)

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| --- | --- |
| **Name** | **Position/Job Title** |
| **Address** |
|  | **Postcode** |
| **Telephone number** | **e-mail address** |

**Membership of Professional Bodies**

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| **Employment Information** |

**Please give details of your employment (paid or unpaid) starting with your present/most recent employer and working backwards. Please include contact details for referees and explain any employment breaks.**

**Present or most recent employer**

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| **Name, full address & telephone number of employer** |
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| **Job title** | **From** (MM/YY) | **To** (MM/YY) |
| **Current or final salary** | **Period of notice required** |
| **Reason for leaving (or seeking other employment)** |
| **Please give a brief outline of your main responsibilities** |
| **Name of referee** | **Position of referee within organisation** |
| **Telephone number** | **e-mail address** |

**Previous employers –** for any more previous employers from those you list below, we will rely on your CV for the information.

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| **Name, full address & telephone number of employer** |
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| **Job title** | **From (MM/YY)** | **To (MM/YY)** |
| **Reason for leaving (or seeking other employment)** |
| **Please give a brief outline of your main responsibilities** |
| **Name of referee** | **Position of referee within organisation** |
| **Telephone number** | **e-mail address** |

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| **Name, full address & telephone number of employer** |
|  |
| **Job title** | **From (MM/YY)** | **To (MM/YY)** |
| **Reason for leaving (or seeking other employment)** |
| **Please give a brief outline of your main responsibilities** |
| **Name of referee** | **Position of referee within organisation** |
| **Telephone number** | **e-mail address** |

**If you have had any breaks in your employment (for example family commitments, travel, unemployment) please give the dates to and from and an explanation of the reason(s).**

|  |  |
| --- | --- |
| **Date from:** | **Reason for break:** |
| **Date to:** |
| **Date from:** | **Reason for break:** |
| **Date to:** |
| **Date from:** | **Reason for break:** |
| **Date to:** |

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| **Why are you applying for this position?** |

**Please briefly explain why you have applied for the position, in what ways your skills, knowledge and experience match the requirements specified in the advertisement and/or job description and give details of any relevant interests or activities you feel would further support your application.**

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| **General Information** |

**How did you hear of this vacancy?**

Sandringham Estate employee [ ]  Other Royal Household employee [ ]

Local or National press [ ]  please specify ……………………………………………………………………………………………..

Specialist publication [ ]  please specify……………………………………………………………………………….....................

Other ………………………………………………………………………………………………………………………………………….

**Do you require a work permit to work in the UK?** Yes**[ ]** No **[ ]**

If yes and you already have a work permit what type of permit is it?

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Date of issue: ………………… Place of issue: ………………………………………………….. Date of expiry: …………………….

Visa number: ………………………………………………….. Passport number: ………………………………………………………

**Please indicate any dates or times within six weeks of the application closing date when you would be unavailable to attend an interview**

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| **Personal Reference** |

**Please supply details of one personal referee who has known you for a minimum of five years (refer to the Guidance Notes for details of personal referees recognised by** **the Sandringham Estate)**

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| --- | --- |
| **Name** | **Relationship** |
| **Address** |
|  |
|  | **Postcode** |
| **Telephone number** | **e-mail address** |
| **Occupation** | **How long have you known this person?** |

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| **Rehabilitation of Offenders Act, 1974** |

In accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, spent convictions may be taken into account where national security is concerned. You are asked to declare any spent or unspent convictions (including cautions)

**Have you had any previous convictions / cautions?**  Yes [ ]  No [ ]

**If yes, please give details** …………………………………………………………………………………………………………………

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| **Declaration** |

**I authorise the Sandringham Estate to contact any previous employers or education(s) establishments mentioned in order to obtain references to support this application once an offer has been made and accepted.**

**I understand that the information provided in this form may be submitted for checking against the records of HM Revenue & Customs. Criminal Records Checks and enquiries regarding the right to work in the UK may also be made with the Police and Home Office respectively, in accordance with the Sandringham Estate’s Personnel Security Policy & Procedures.**

**I hereby consent to the Sandringham Estate (and its associated) organisations processing the personal data on this form, personal data otherwise hitherto and personal data received by the Sandringham Estate in the future, for the purpose of considering my application for employment and (if applicable) administering and supervising my employment (including the assessment of performance and discipline) and any subsequent pension with the Sandringham Estate. I agree such data may be made available to those who reasonably need to know the same within the Sandringham Estate. I also understand that under the terms of the Sandringham Estate’s records management policy my personal data may be transferred to the Royal Archives once they are no longer required for current administrative purpose.**

**I confirm that the information given on this form is, to the best of my knowledge, true and complete. I understand that any deliberate attempt to provide false information to obtain employment is a serious misrepresentation and will lead to rejection, or if employed, dismissal and is likely to constitute a criminal offence.**

**Signed:** ……………………………………………………………………………………………. ……….. **Date:** ……………………

**Print name:** …………………………………………………………………………………………………………………………………