**Application Form**

**The recruitment process within this organisation has a minimum of two stages.**

The completion of this application form is part of stage one. This application will be reviewed and a decision made as to whether to proceed to stage two, the interview, based on this information. PLEASE COMPLETE FULLY AND IN CAPITALS.

|  |  |
| --- | --- |
| **Position applied for:** |   |
| **Approx. no. of hours wanted** |   |
| **Full-time / part-time**(please circle which you want to work)Email Address: | **Days/ Nights/Mornings/Afternoons/Evenings/ Weekends only**(please circle which you are able to work) |
| **Surname:** | **First name(s):** |
| Previous surnames (Supply documentary evidence e.g. marriage certificate, deed of name change etc): |   |
| **Current address:** |   |
| Post code: | Moved to this address on (date): |
| **Previous address** Note: For Criminal Record check purposes, addresses covering the five years up to the application date must be supplied. If necessary, use another sheet of paper. |   |
| Post code: | Moved to this address on (date): |
| **Telephone number** (home):**Mobile** | Telephone number (work - *will be used with discretion)*: |
| Own Transport (Yes/No):How long has your licence been held? | Clean current driving licence:Endorsements |
| **Details:** |   |

**EDUCATION**

|  |  |
| --- | --- |
| School/College/University | Examinations Passed/Qualifications gained |
|           | *(Please supply copies of certificates)*      |

**TRAINING HISTORY/PROFESSIONAL STATUS**

|  |  |  |
| --- | --- | --- |
| Date of Graduation/Qualification | Location/Details | Notes |
|                | *(Please supply copies of certificates/membership details)*       |   |

**SHORT COURSES ATTENDED**

|  |  |
| --- | --- |
| Subjects | Location |
|         |      |

**EMPLOYMENT HISTORY**

Current/most recent first. Information must cover the whole of your working life to date. State the reasons for any breaks in employment. Use a separate attached sheet if required; please sign that sheet(s).

|  |  |
| --- | --- |
| **Name and address of your most recent/last employer:** |   |
| Date employed: |   |
| Nature of business: |   |
| Position held and reason for leaving: |   |
| Salary / Rate: |   |
| **Name and address of Employer prior to the employer listed above:** |   |
| Date employed: |   |
| Nature of business: |   |
| Position held and reason for leaving: |   |
| Salary / Rate: |   |
| **Name and address of Employer prior to the employer listed above:** |   |
| Date employed: |   |
| Nature of business: |   |
| Position held and reason for leaving: |   |
| Salary / Rate: |   |
| **Other roles** (use additional sheet): |   |
|   |   |
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|   |   |

Please give details of relevant experience. This may be taken from the work situation, voluntary work, charity or your own home. Please use separate sheet if insufficient space is available.