

A P P L I C A T I O N F O R M

APPLICATION FOR THE POSITION OF: _____

ADVERT REFERENCE: _____

1. PERSONAL DETAILS

Applicant's Last Name/Family name _____ First Name(s) _____

Address: _____

_____ Post code _____

Home telephone number _____ Email address _____

Work telephone number (if applicable) _____ Mobile number _____

Do you require a work permit YES/NO (delete as appropriate)

If yes, you will be required to provide details

National Insurance number

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you will be required to verify this.

2. Please give the names and addresses of two referees. One should be your present employer or your most recent employer if you are currently unemployed. Both referees should have been in a position of responsibility within the employing organisation(s) senior to you. They must not be related to you, or a friend. If a school/college leaver please give details of head teacher/tutor.

1ST REFEREE

Name of Referee: _____

Organisation name: _____ Position held: _____

Organisation

Address: _____

_____ Post Code _____

Telephone

number _____ Email _____

Relationship to applicant: _____

May we contact this person before interview?

YES/NO (delete as appropriate)

2ND REFEREE

Name of Referee: _____

Organisation name: _____ Position held: _____

Organisation

Address: _____

_____ Post Code _____

Telephone number _____ Email _____

Relationship to applicant: _____

May we contact this person before interview?

YES/NO (delete as appropriate)

REFERENCES WILL NOT BE ACCEPTED WITHOUT A COMPANY LETTERHEAD

3. PREVIOUS EXPERIENCE: (OVER THE LAST 5 YEARS)

Paid Employment (Permanent & Temporary) ~ Starting with your most recent work first. If you currently hold more than one post give full details of all. Please include reasons for any gaps in your employment history.

Dates of Employment.	Name and Address of Employer.	Your Position and Salary	Brief Outline of Duties involved.	Reasons For Leaving

B) Voluntary

Dates	Name and Address	Your Position	Brief Outline of Duties

4. QUALIFICATIONS AND TRAINING

Please include here details of any qualifications or training courses that you consider are relevant to the post for which you have applied.

Dates	Organisation running course & title	Details of content

YOU MAY BE REQUIRED TO PROVIDE EVIDENCE OF ANY ACADEMIC QUALIFICATIONS STATED.

5. SKILLS AND EXPERIENCE

Please use this page to describe why you consider yourself suitable for this post.

Please read the advice notes and address the person specification in completing this section.

Drawing upon your experience, skills and qualifications explain how you meet each selection criterion, addressing each one in turn using appropriate headings. The shortlisting panel needs as much relevant information as you can provide.

6. How would you demonstrate your commitment to Equal Opportunities Policy in your work?

7. When could you be available for work or what notice period does your current employer require?

8. Have you ever been convicted of a criminal offence? If yes, please give details on a separate sheet. N.B. All convictions have to be identified for this type of work and cannot be spent. An enhanced CRB Disclosure will be required for all staff.

9. How many sick absence days have you had in the past 2 years?

10. Do you have any special needs in order for you to attend for, or participate in, an interview? If so, please specify.

11. Do you have any special needs in order for you to attend for, or participate in, an interview? If so, please specify.

I declare that the information that I have provided is true and accurate, and in particular that I have not omitted any material facts, which may have a bearing on my application. I understand that the offer of a contract of employment is conditional to the above. I accept that if I do not comply with the above any offer made to me may be withdrawn.

I accept that once I have commenced employment, Cyrenians will be entitled to terminate my contract without notice if there is, any untrue or inaccurate information, in or any material omissions from, my application or in any supporting documents submitted with it.

I give my consent to Cyrenians making such reasonable enquiries as it thinks fit in respect of the information and details given in this application.

Signature: _____ Date: _____