**APPLICATION FORM**

**Post Applied For:**

|  |
| --- |
|  |

**Personal Information:**

|  |  |
| --- | --- |
| Surname: |  |
| Forenames: |  |
| Title: |  |
| Previous names (if any): |  |
| Date of Birth: |  |
| Current address: |  |
| Daytime telephone number: |  |
| Do you have the right to take up employment in the UK? If no, please provide further details. | YES / NO |
| Do you have any unspent convictions? | YES / NO  If yes, please give details |

**Education and qualifications:**

|  |  |
| --- | --- |
| **Establishment** | **Qualifications gained** |
|  |  |

**Postgraduate education or study or any other professional qualifications:**

|  |  |
| --- | --- |
| **Establishment** | **Qualifications gained** |
|  |  |

**Work History:**

*Please give details of your last three jobs. Any relevant posts held before then may also be mentioned. Please begin with your present or most recent position and then work chronologically backwards.*

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Name and address of employer | Job title, description of duties and responsibilities, reason for leaving and salary on leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Other Information:

|  |
| --- |
| *Do you have any other training, qualifications, skills or personal qualities relevant to the post (e.g., knowledge of a foreign language, computer literacy, full driving licence, etc.)?* |
|  |

|  |
| --- |
| *Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.* |
|  |

|  |
| --- |
| *Have you made a previous application to the Charity? If so, when was this and what was the outcome?* |
|  |

|  |
| --- |
| *Please give details of your main extra-curricular activities and interests.* |
|  |

|  |
| --- |
| *Please use this space to say in not more than 750 words why you are interested in the post, and why you believe you are the best person for the job and provide any other information that may assist your application. Continue on another page if necessary:* |
|  |

|  |
| --- |
| *If you are successful, when could you take up your post? How many weeks’ or months’ notice do you have to give to your current employer:* |
|  |

Referees:

*Please give details of two referees, one of whom must be your current or most recent employer. Neither referee should be a relative or contemporary. References will only be requested upon successful interview and employment offer.*

|  |  |
| --- | --- |
| First referee | Second referee |
|  |  |

Declaration:

*I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed*

|  |  |
| --- | --- |
| *Signed:* | *Date:* |