

APPLICATION FOR EMPLOYMENT

1. Post applied for:

2. Personal Details:

Surname. Title

Forenames

Address.

Post Code

Phone No Home Mobile

Email address:

Office Use Only	
Application Form No	
Date Form Received	
Date References Sought	
Date Interviewed	
Date Offer Made	

3. Present Employment (or detail of most recent employment)

Name and Address of Employer Job Title

Grade/Salary	Other benefits	Date commenced
Notice required	Leaving date	Reason for leaving

4. Duties and responsibilities (Please outline duties and responsibilities of the job referred to in 3)

5.1 Education and Qualifications

From	To	Name of Institution	Examination Results (Subject, Grade, Level)

5.2 Relevant Courses Attended

Date	Training provider	Course name/issues covered

6. Describe how you meet the key requirements for the role as set out in the job description (CONTINUE ON A SEPERATE SHEET IF NECESSARY)

7. Describe your previous experience in working with people / customers either in a job or voluntary role

8. Why do you want to work for Warley Woods Community Trust?

9. Can you describe how you have taken responsibility in your work in the past?

10. What experience do you have of planning your own work, time and activities

11. Additional Information (Delete YES / NO as appropriate)

Do you need a permit to work in the United Kingdom?	YES / NO
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Do you hold a current driving licence?	YES / NO
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Do you have access to a car?	YES / NO
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Do you have any condition or disability that may affect your ability to do the job or require us to make reasonable adjustments	
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YES/NO

If YES, please give details

Have you ever been convicted, cautioned, bound over or have a conviction pending in respect of any criminal offence which is not considered spent? A criminal records check will be undertaken on the successful candidate because of their work in supervising work experience students.

YES / NO

If YES, please give details

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12. References Please supply details of two persons (other than relatives) from whom references can be obtained, one of which should be your current / most recent employer.

1. Name and Address	2. Name and Address
Occupation	Occupation
Telephone Number	Telephone Number
Employer/Personal Referee?	Employer/Personal Referee?

13. Declaration

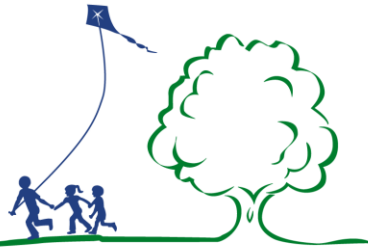
I certify that the information given in this application is true and correct to the best of my knowledge and belief and understand that the giving of false or misleading statements or withholding of information may result in disciplinary action, including dismissal.

Signature

Date

Post applied for. .

(Please note that canvassing members of the Community Trust Board will disqualify your application)



Equal Opportunities Monitoring Form

The information requested on this form is to enable us to monitor equality of opportunity in our recruitment process.

Your application will be considered on your ability only and no information given on this form will be taken into account in the recruitment process.

Gender: (Please tick)

Male

Female

Ethnicity:

Black / Asian

African

Bangladeshi

Oriental

Caribbean

Indian

Pakistani

Yemeni Other (Please specify).....

White

UK Other European (Please specify).....

Other (Please specify).....

Where did you see this post advertised?.....