

**Application for Employment**

**Post for which you are applying:**

**Closing Date:**

**(Personal data will be controlled under Data Protection legislation and treated as confidential)**

**Personal Details**

|  |  |
| --- | --- |
| **Surname:** | **Home Address:** |
| **First Name:** |
| **Former Names (if relevant):** |
| **Telephone No:** | **E-mail:** |

**Current or most recent employment**

|  |  |
| --- | --- |
| **Job Title:** | |
| **Start Date:** | **Leaving date or notice required:** |
| **Current salary:** | **Grade (if applicable)** |
| **Employer’s name and address:**  **Work telephone number:** | |
| **Duties and responsibilities:** | |
| **Reason for leaving:** | |

**Employment History**

All employment history must be noted and any gaps in employment must be explained.

|  |  |
| --- | --- |
| **Starting date:** | **Leaving Date:** |
| **Employer’s name and address:** | |
| **Position held:** | |
| **Duties and responsibilities:** | |
| **Reason for leaving:** | |

|  |  |
| --- | --- |
| **Starting date:** | **Leaving Date:** |
| **Employer’s name and address:** | |
| **Position held:** | |
| **Duties and responsibilities:** | |
| **Reason for leaving:** | |

|  |  |
| --- | --- |
| **Starting date:** | **Leaving Date:** |
| **Employer’s name and address:** | |
| **Position held:** | |
| **Duties and responsibilities:** | |
| **Reason for leaving:** | |

**Education**

Please state qualifications gained for which you may need to provide evidence.

|  |  |  |  |
| --- | --- | --- | --- |
| **Schools, Colleges, Universities**  **or Institutions of Further Education attended (including**  **part-time)** | **Dates**  **From** | **To** | **Qualifications gained including subjects, grades or results expected** |
|  |  |  |  |

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| **Any other relevant qualifications or records of achievement (e.g. courses attended)** |
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**Personal Statement**

Must include how you meet each of the requirements as set out in the **Person Specification** and **Job Description**

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**Additional Information**

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| --- | --- |
| Have you a full clean driving licence? | Yes No |
| Do you have use of a vehicle? | Yes No |
| Is there any special help you may require for interviews? | Yes No |
| Is yes, what help would you like? | |
| **Rehabilitation of Offenders Act 1974**  This post is exempt from the provisions of the Rehabilitation of Offenders Act. You must give details of any convictions; both spent and unspent on a separate sheet (form attached) | |

**References**

Applicants are requested to supply below the names of two people, excluding relatives and personal friends, who can be approached for references. These will not be contacted unless you are offered the post.

|  |  |
| --- | --- |
| **Referee 1** | **Referee 2** |
| **Name:** | **Name:** |
| **Position held:** | **Position held:** |
| **Address:** | **Address:** |
| **E: mail:** | **E-mail:** |
| **Tel No.** |  |

**Signature**

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| *I certify that the information I have provided is correct. I understand that giving false information may lead to disciplinary action, which may include dismissal.*  **Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

|  |  |  |  |
| --- | --- | --- | --- |
| **FOR OFFICE USE ONLY**  SHORT-LISTED  YES/NO  If no, reason:  Initial | INTERVIEWED  YES/NO  If no, reason:  Initial | APPOINTED  YES/NO  If no, reason:  Initial | COMMENTS |

Return to: Carrie Wood, SNAAP, Windchimes, Reynolds Close, Herne Bay CT6 6DS

or e-mail it to carrie@snaap.org.uk