

APPLICATION FOR EMPLOYMENT

POST APPLIED FOR:			
SECTION 1: PERSONAL DETAILS			
FORENAME(S):			
SURNAME:			
ADDRESS:			
POST CODE:			
DATE OF BIRTH:			
CONTACT TELEPHONE NUMBERS:			
E-MAIL ADDRESS:			
GENDER:			
ARE YOU ELIGIBLE TO WORK IN THE UK?			
DO YOU REQUIRE A WORK PERMIT TO TAKE UP THIS POST?			
DO YOU HOLD A CURRENT DRIVING LICENCE?			
DO YOU HOLD A CURRENT FIRST AID CERTIFICATE?			
SECTION 2: EDUCATION AND QUALIFICATIONS			
INSTITUTION	DATE FROM	DATE TO	QUALIFICATIONS

SECTION 3: EMPLOYMENT HISTORY / VOLUNTEERING EXPERIENCE

(PRESENT OR MOST RECENT POST FIRST)

JOB TITLE	
EMPLOYER	
DATES OF EMPLOYMENT	
REASON FOR LEAVING (IF APPLICABLE)	
SALARY	

SUMMARY OF RESPONSIBILITIES (PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY)

JOB TITLE	
EMPLOYER	
DATES OF EMPLOYMENT	
REASON FOR LEAVING (IF APPLICABLE)	
SALARY	

SUMMARY OF RESPONSIBILITIES (PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY)

PREVIOUS EMPLOYERS OR DETAILS OF VOLUNTEERING ACTIVITY (THE MOST RECENT FIRST)

NAME & ADDRESS OF EMPLOYER	POST HELD	RESPONSIBILITY	DATE FROM	DATE TO

SECTION 4: SUPPORTING STATEMENT (Additional sheets may be attached if necessary)

Please give details of experience and other relevant information and demonstrate how you meet the requirements of the person specification

SECTION 5: REFERENCES

Candidates are required to give names and addresses of two referees, one of whom should preferably be from your present or last employer. Referees should not be related to you in any way. Please do not give mobile telephone numbers.

NOTE: References for shortlisted candidates may be taken up prior to interview. Please place an **X** in the appropriate box if you do not wish referees to be contacted prior to interview.

REFEREE 1

NAME	
POSITION	
COMPANY	
ADDRESS	
POST CODE	
TELEPHONE	
EMAIL ADDRESS	

REFEREE 2

NAME	
POSITION	
COMPANY	

ADDRESS	
POST CODE	
TELEPHONE	
EMAIL ADDRESS	
SECTION 6 DECLARATION	
PLEASE READ AND COMPLETE THE DECLARATION AND ENSURE YOU SIGN THE FORM BELOW	
<p>I confirm that to the best of my knowledge, the information that I have given on this form is accurate and that I have not omitted any facts that may have a bearing on my application for employment. I am aware that this post is subject to a CRB check.</p> <p>Please state whether (to your knowledge) you are related to any employee or Member of the Board of Trustees of Listening Ears / NO If YES, please give details:</p>	
<p>How did you learn about this vacancy?</p> <input type="checkbox"/> Newspaper <input type="checkbox"/> YouthWork magazine <input type="checkbox"/> Job Centre <input type="checkbox"/> Listening Ears website <input type="checkbox"/> Online (Indeed.co.uk) <input type="checkbox"/> Other (please specify) _____	
DATE	
SIGNATURE	

FOR OFFICE USE ONLY

	Yes	No	Code
Short-listed			
Interviewed			
Appointed			