

JOB APPLICATION FORM

## Personal Information

Please complete this application form in black ink or type

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| --- |
| **Application for the post of**:  |
| Surname: |
| **First Name (s):** |
| **Home Address:****Post Code:** |
| **Home telephone number:** |
| **Daytime telephone number:** |
| **Email address:** |

|  |
| --- |
| **Have you a disability which requires the provision of specific facilities at interview or for work? YES/NO****If yes, please state any adjustments you may require during the recruitment process:** |

|  |
| --- |
| **Please state where you learned of this vacancy:** |

##### EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| **Secondary Education** | **From** | **To** | **Qualifications gained with grades and dates** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Further and higher education** | **From** | **To** | **Qualifications gained with grades and dates** |

##### OTHER RELEVANT TRAINING OR COURSES ATTENDED

|  |  |  |
| --- | --- | --- |
| **Organising body** | **Course details** | **Dates** |

Please list below your previous employment history covering the last 10 years, starting with your present employer.

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME/ADDRESS OF EMPLOYER** | **JOB TITLE/ROLE** | **DATES** | **REASON FOR LEAVING** |

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| --- |
| **Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?** **YES/NO**If the answer is YES, please provide the details below: |
| **Have you ever received a final written warning or been dismissed from your current or any previous employment (other than in a redundancy situation?) YES/NO**If the answer is YES, please provide the details below: |
| **Has your name been added to any Barred List?** **YES/NO**If the answer is YES, please provide the details below |

##### REFERENCES

Please state names and address of two persons – please ensure one is your present employer or last employer (if not currently working)

If you are known to either referee by a different surname please give details. **Can we approach your current employer for a reference prior to interview?**

**YES / NO**

|  |  |
| --- | --- |
| **Name:** | **Name:** |
| **Address:** | **Address:** |
| **Telephone number:** | **Telephone number:** |
| **E-mail address:** | **Email address:** |
| **Relationship to you:** | **Relationship to you:** |

##### ADDITIONAL INFORMATION (continue on a separate page if necessary)

Please give any information which you think will help us to consider your application, including relevant experience (voluntary or work), skills, abilities and any specialist knowledge you have. You should try to relate your information to the job description and person specification for the post you are applying for:

##### DECLARATION

**I confirm that the information supplied by me in this application is complete and correct to the best of my knowledge.**

#### Signature of applicant: ----------------------------------------------------- Date -----------------------------

Completed application forms should be returned to: Jill Bradley – jill@wlcvs.org

West Lancs CVS, Ecumenical Centre, Northway, Skelmersdale, WN8 6LU by the advertised closing date.