**Application for employment**

**Confidential**

**This form must be completed in full by all candidates. Please read the Job Description and Person Specification clearly before completing this form.**

Please note CVs will not be accepted.

|  |  |
| --- | --- |
| **Job applied for:** |  |
| Closing date: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1 Personal information** | | | | |
| **Surname:** | | | **Forename(s):** | |
| **Known as:** | |
| **Permanent Address:** |  | | | |
|  | | | | |
| **Home No:** | | | **Work No:** | |
| **Mobile No:** | | | **E-mail:** | |
|  | | | | |
| **2 Education** | | | | |
| Please give here relevant details of education and qualifications including current/proposed courses | | | | |
| **Schools/College/Universities** | | Dates | | Qualification(s) with dates |
|  | |  | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 3 Other training | | | | | |
| **Please give details of other relevant training undertaken and any membership of professional associations** | | | | | |
|  | | | | | |
|  | | | | | |
| 4 Employment **4.1 Present or most recent post (paid or unpaid)** | | | | | |
|  | | | | | |
| **Job Title:** | | | | **Salary:** | |
| **Name and address of present or most recent employer:** | | | | | |
| **Reporting to:** | | | | | |
| **Date started:** | | | **Date of leaving:**  (if applicable) | | |
| **Reason for leaving:** | | | | | |
| **Please give a brief description of duties and responsibilities:** | | | | | |
| **4.2 Previous Posts**  **Please list all previous employment, starting with the post held immediately before the post described above** | | | | | |
| **Job title and name and address of employer** | **Dates 00/00- 00/00** | **Salary** | **Brief description of main responsibilities** | | **Reason for leaving** |
|  |  |  |  | |  |
| 5 Supporting statement | | | | | |
| **Please make full use of this section to give further information. You should address the points listed in the person specification, giving specific examples of how your skills and experience match the requirements of the position.**  **This should be a maximum length of two sides of A4.**  **Knowledge and Experience:**  **Skills and Abilities:**  **Personal Qualities:**  **Circumstances:** | | | | | |
|  | | | | | |
|  | | | | | |
| 6 References | | | | | |
| **Two referees are required. One of these should be your present, or most recent employer. These will not be contacted until after the interview.** | | | | | |
| First Referee | | | Second Referee | | |
| **Name:** | | | **Name:** | | |
| **Address:** | | | **Address:** | | |
| **E-mail address:** | | | **E-mail address:** | | |
| **Telephone number:** | | | **Telephone number:** | | |
| **Capacity in which known to you:** | | | **Capacity in which known to you:** | | |

**7 Declaration:**

I declare that the information provided on this form, and on any accompanying documents, is true to the best of my knowledge and belief. I understand that false information may lead to the termination of employment or withdrawal of a job offer.

**Signed:**.................………………...……………

**Date:**......................................….....…………………

You should return your application to us by e-mail with the subject “**Admin Support Officer Recruitment**“to [office.manager@thefru.org.uk](mailto:admin@thefru.org.uk).