**Teignbridge Community and Voluntary Services**



**Job Application Form**

**CONFIDENTIAL**

Please complete the application form electronically or use black ink.

**CVs will not be accepted.**

This front page will be removed on receipt and will not be seen by the shortlisting panel.

|  |
| --- |
| Post applied for: |

PART A: Personal details (please use block letters)

|  |  |  |  |
| --- | --- | --- | --- |
| Title | First Name | | Family Name |
| Address | | | |
| Home Telephone | | Daytime Telephone | |
| Email | | National Insurance Number | |

PART B: Referees

|  |  |
| --- | --- |
| Name | Name |
| Position | Position |
| Organisation | Organisation |
| Contact Address | Contact Address |
| Email | Email |
| In what capacity do you know this person? | In what capacity do you know this person? |

PART C: Declaration

I do / do not require a work permit to take up employment in the UK.

I understand that I may be asked to provide evidence of any academic or professional qualifications listed in this application.

I understand that any false or misleading information given in this application may render my contract of employment, if I am appointed, liable to termination.

I declare to the best of my knowledge the information in my application is true.

|  |  |  |
| --- | --- | --- |
| Signature | Print Name | Date |

*Under the terms of the Data Protection Act 1984 and 1998 the information you give us will be kept confidential and will be used only for personnel management.*

Candidate No:

PART D: Present or most recent employment (paid or unpaid)

|  |  |  |
| --- | --- | --- |
| Name of employer | | |
| Address of employer | | |
| Post held | | |
| Salary | | Grade |
| Brief description of duties | | |
| Date started | Date left | Notice period required |
| Reason for leaving | | |

Relevant Previous employment / volunteering history (please list only that which is relevant to this post and most recent first)

Please provide dates, employer name, position held, brief description of duties, reason for leaving.

|  |
| --- |
|  |

Candidate No:

Part E: Education and Qualifications

|  |  |  |
| --- | --- | --- |
| Year | Subject & level | Grade |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Part F: Why are you interested in this post?

|  |
| --- |
|  |

Part G: Relevant skills and experience

Please describe any relevant skills/experience you have gained in a paid or unpaid capacity which demonstrates your suitability for the post. Please relate your answer to the criteria set out in the person specification. Please continue on up to 2 additional sheets if required.