

**APPLICATION FOR EMPLOYMENT**

**CONFIDENTIAL.** Please type or write in black.

|  |
| --- |
| Position applied for:  **Youth and Community Leader**  **St. Margaret’s Chipstead** |

**Personal Details**

|  |  |
| --- | --- |
| Title: |  |
| All forenames in full: |  |
| Surname in full: |  |
| Normally known as: |  |
| Previous surname(s) if applicable: |  |
| Date of birth: |  |
| Address: |  |
| Town/City: |  |
| County: |  |
| Postcode: |  |
| Email: |  |
| Home tel: |  |
| Mobile tel: |  |

|  |  |
| --- | --- |
| Your Church: |  |

**Why are you interested in applying for this post?**

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**Please outline below how your skills / knowledge / experience would help you to fulfil the role.**

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**Are you eligible to work in the UK?** 🞏 Yes 🞏 No (Please tick)

**Education and Training**

|  |  |  |
| --- | --- | --- |
| Establishment | Dates | Examinations passed/ grades |
| Secondary Education |  |  |
| Further Education |  |  |
| Training and qualifications relevant to this application (if any/applicable) |  |  |

|  |  |  |
| --- | --- | --- |
| **Current / most recent employer** | | |
| Employer's Name and address | Job Title |  |
|  | Date Commenced |  |
| Date Finished (if applicable) |  |
| Reason for leaving |  |
| Please describe the duties and responsibilities of your present/ last job. | | |

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| What length of notice period do you need to give your current employer? |
|  |

Do you hold a current, valid driving licence? Yes 🞎 No 🞎

Please give details of previous jobs you have held, including part-time and unpaid work.

|  |  |
| --- | --- |
| **Employer’s Name and Address** | **Position held, main duties and reason for leaving** |
|  |  |
| Dates of employment | From:       To: |

|  |  |
| --- | --- |
| **Employer’s Name and Address** | **Position held, main duties and reason for leaving** |
|  |  |
| Dates of employment | From:       To: |

|  |  |
| --- | --- |
| **Employer’s Name and Address** | **Position held, main duties and reason for leaving** |
|  |  |
| Dates of employment | From:       To: |

|  |  |
| --- | --- |
| **Employer’s Name and Address** | **Position held, main duties and reason for leaving** |
|  |  |
| Dates of employment | From:       To: |

**References**

Please give the details of a current/previous employer who knows you well and would be willing to provide a reference.

|  |  |
| --- | --- |
| **Employer’s Reference** | |
| Name |  |
| Organisation/ Company |  |
| Address |  |
|  |
|  |
| Work Phone |  |
| Email address |  |
| May we approach your referee immediately? | Yes No |

If you answer “no” we will not approach your employer until a formal offer of employment has been made.

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| --- | --- |
| **Personal Reference** | |
| Name |  |
| Address |  |
|  |
|  |
| Phone |  |
| Email address |  |
| May we approach your referee immediately? | Yes No |

If you answer “no” we will make no approach without seeking your specific permission.

**Declaration**

* I confirm that the information contained in this application form is correct and complete.

*(If it is discovered that you have given any information, which you know to be false, or withhold any relevant information, your application may be rejected, or any subsequent employment terminated).*

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*The information on this form will be used for recruitment, selection and statistical purposes only. If your application is successful, it will form part of your employment record.*