

APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

Please complete this form in block capitals

Which post would you like to apply for? : _____

PERSONAL DETAILS

Title _____ Forename _____ Surname _____

Address _____

Postcode _____ Age _____

Tel No: _____ Mobile _____

E-mail _____ National Insurance No. _____

May we, with discretion, telephone you at work? YES / NO

EDUCATION QUALIFICATIONS

School, college / university	Qualifications obtained	Subject	Grade	Date

PREVIOUS EMPLOYMENT (Including terms of unemployment)

Employer's name & address	Job title & main duties	Date started	Date finished

Why would you like this job?

When would you be available to start work? _____

When would you be available until? _____

SKILLS

Detail any relevant skills that you feel would suit you to this job.

Do you hold a current driving licence? YES / NO

Do you have regular access to a vehicle? YES / NO

REFEREES

Please give the names and addresses of three referees; at least one should be your present / previous employer. They will not be contacted without consulting you first.

Name & address	Job Title	Tel no (day)	Tel no (eve)

CRIMINAL OFFENCES

Please give details of any convictions other than a spent conviction under the Rehabilitation of Offenders Act 1974/Rehabilitation of Offenders (Northern Ireland) Order 1978

DISABILITY

Do you consider yourself to be disabled? YES / NO

If so, please indicate below if there are any special arrangements we would need to know about in order to offer you a fair selection interview.

I confirm that to the best of my knowledge the information I have provided is true and correct

Signed _____ Date _____

Please return this application form to Clive Mattock Fundraising at the address below.

Please feel free to send a separate CV, as this will also be considered