

**Candidate Number (Office use only)**



*Citizenship Foundation*

**JOB APPLICATION FORM**

**Position:**

<b>Title</b>	
<b>Surname</b>	
<b>Forename</b>	
<b>Preferred Name</b>	
<b>Postal Address</b>	
<b>Post Code</b>	
<b>Daytime telephone number</b>	
<b>Evening telephone number</b>	
<b>Mobile</b>	
<b>Email</b>	
<b>National Insurance Number</b>	

**How do you want to be contacted?**

Email  Phone  Post

**Do you require a work permit?**

Yes  No

**Do you have any particular needs if invited for interview (e.g. wheelchair access, induction loop)? Please give details below.**

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**REFERENCES**

*Please give the names of two people who can provide an assessment of your suitability for this job. If you are currently employed or have been employed, please give details of your current or most recent employer. If at college or university please give the name of a teacher or lecturer or the name of a person we may contact for a reference:*

**Referee 1**

**Referee 2**

<b>Name:</b>	<b>Name:</b>
<b>Position:</b>	<b>Position:</b>
<b>Address:</b>	<b>Address:</b>
<b>Post Code:</b>	<b>Post Code:</b>
<b>Email:</b>	<b>Email:</b>
<b>Relationship:</b>	<b>Relationship:</b>
<b>Telephone:</b>	<b>Telephone:</b>
<b>Fax:</b>	<b>Fax:</b>

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**SECTION 2: EDUCATION**

*Please give details of all academic or professional qualifications starting with the most recent. Also include details of any qualifications for which you are currently studying or any training which may support your application. Continue on another sheet if necessary.*

<b>Dates</b>		<b>Name of college/ University</b>	<b>Course title, subjects, and level</b>	<b>Results/ qualification/ grade achieved</b>
<b>From:</b>	<b>To:</b>			

**MEMBERSHIP OF PROFESSIONAL BODIES/ASSOCIATIONS**

<b>Name of Body</b>	<b>Qualifications class/grade of membership</b>	<b>Membership number/level</b>	<b>Date obtained</b>

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**SECTION 3: PRESENT OR MOST RECENT EMPLOYMENT**

(Please give details of your current or most recent employment)

<b>Job title:</b>	
<b>Start Date:</b>	<b>Finish Date:</b>
<b>Notice Period:</b>	
<b>Employer's Name:</b>	
<b>Employers address:</b>	
<b>Post Code:</b>	
<b>Telephone number:</b>	
<b>Fax number:</b>	
<b>Email:</b>	
<b>Brief description of current duties and responsibilities:</b>	
<b>Reason for leaving:</b>	

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**EMPLOYMENT HISTORY (Previous unpaid and paid employment)**

*Please give details of all paid and voluntary employment starting with the most recent, explaining any gaps (e.g. 'parenting'). Continue on another sheet if necessary*

<b>Date</b>		<b>Employer's name and address</b>	<b>Position held</b>	<b>Brief description of key duties and responsibilities</b>
<b>From</b>	<b>To</b>			

**ABSENCES**

Please state the number of days you have been absent from work due to sickness in the past 12 months

<b>No. of Days</b>	<b>Comment</b>

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**SECTION 4: SUPPORTING STATEMENT**

This section is where you give evidence to support your application, relating your statements to meet the selection criteria in the person specification. Please remember to address the items in the person specification in the order given. If you need more space, you may continue on the extra sheet attached.

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**DECLARATION**

I confirm that the information I have given on this job application form is correct and I understand that, if I am appointed on the basis of false information contained in this form, I may be summarily dismissed.

**DATA PROTECTION**

I give my consent to process the enclosed personal data under the Data Protection Act 1998 on the understanding that it is used to determine my suitability for the position I am applying for. Further consent will be required should you wish to verify any additional information in regard to relevant third parties

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_