

**For Internal Use only**

|  |
| --- |
| Application No. |

Application for Employment

Private and Confidential

**Post Details**

|  |
| --- |
| Post Title       |

**Personal Details**

|  |  |
| --- | --- |
| Surname       | Initials       |

**Data Protection Act 1998**

The information collected on the Application for Employment will only be used for the purposes of recruitment and selection for the post you have applied for with the Trimontium Trust. The information will not be used for any other purpose nor will it be disclosed to any third party. Please confirm, by signing below, that you give consent for your information to be used for Trimontium Trust recruitment and selection purposes.

I am aware that:

• The Trimontium Trust will create computer and paper records for/about me during the recruitment and selection process;

• If successful, the Trimontium Trust will create and maintain computer and paper records for/about me during my employment and after I leave; and

• These records will be processed in compliance with the Data Protection Act 1998 or successor legislation.

|  |  |
| --- | --- |
| Signature *(please give initials and* ***not*** *forename in signature)*      | Date      |

**Education and Training**

Please provide details of qualifications gained or study being undertaken and examination results which are available. Please also detail any training which you have undertaken which is relevant to this application.

Secondary Education

|  |  |  |
| --- | --- | --- |
| Qualifications gained | Subject | Grades |
|       |       |       |
|       |       |       |
|       |       |       |

Further and Higher Education

|  |  |
| --- | --- |
| Where attended | Qualifications gained |
|       |       |

Other Training Relevant to this Application

|  |  |
| --- | --- |
| Name of Course | Provider and Duration |
|       |       |

Membership of Professional Association(s)

|  |  |
| --- | --- |
| Name of Professional Association | Membership Level |
|       |       |

**Employment Record**

Present or Most Recent Employment

|  |  |
| --- | --- |
| From Date (Day/Month/Year)      | Name of Employer      |
| To Date (Day/Month/Year)      | Address of Employer      |
| Present /most recent salary**£**      Full Time Equivalent | Position Held      |

|  |
| --- |
| Summary of main duties and responsibilities      |

|  |
| --- |
| Achievements      |

**Previous Employment History**

Please give full details of your previous employment, starting with the most recent. Please include details of any time not accounted for (including unemployment)

|  |  |  |
| --- | --- | --- |
| Date of employmentFrom To | Name and address of Employer | Position held, description of main duties and responsibilities, achievements and reason/s for leaving |
|             |       |       |
|             |       |       |
|             |       |       |
|             |       |       |
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|             |       |       |
|             |       |       |

**Statement in Support of Application**

Outline your reasons for applying and how your experience, knowledge and skills meet the job description, person specification and key competencies for the post. All the essential criteria must be covered.

|  |
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|       |

**References**

Please give the details of two referees, one of whom must be a present or most recent employer covering at least 3 years of employment or study. Any offer of employment will be made subject to references which are satisfactory to the Trimontium Trust. Where the referees do not cover the last 3-year period continuously please use attached sheet to add supplementary referees.

|  |  |
| --- | --- |
| Name and Title      | Name and Title      |
| Job Title/Position      | Job Title/Position      |
| Organisation/Company      | Organisation/Company      |
| Address      | Address      |
| Email address      | Email address      |
| Telephone No.      | Telephone No.      |

May the reference be sought now? Yes [ ]  No[ ]  May the reference be sought now? Yes [ ]  No[ ]

**Interview Arrangements**

Add interview date

|  |
| --- |
| When could you take up post, if appointed?      |

**Declaration**

I verify that, to the best of my knowledge, the information supplied by me on the Application for Employment and on any additional sheet is correct. I accept that false information or omission may lead to dismissal.

|  |  |
| --- | --- |
| Signature *(please give initials and* ***not*** *forename in signature)*      | Date      |

Applications sent by electronic return will be considered signed and dated as per the email return.

Please complete the form and return it by e-mail by the closing date to:

rachel.hunter2@hotmail.co.uk