# Southmead Development Trust Application for Employment

Information for applicants:

CV's will not be accepted.

All sections of the form must be completed.

Please complete in black pen to aid photocopying.

Position applied for:

How did you find out about the vacancy?

## Personal Details

Southmead Development Trust is an Equal Opportunities employer and is working towards making sure that the workforce fairly represents all sections of the community.

All the information on this sheet is strictly confidential.

|  |
| --- |
| Full name: |

|  |
| --- |
| Address (including postcode): |

|  |
| --- |
| Telephone numbers (including area code):  Home: Daytime:  Mobile: |

|  |
| --- |
| e-mail address: |

|  |
| --- |
| National Insurance No: |

Details of current or most recent employment (this may be paid or unpaid)

|  |
| --- |
| Job Title: |

|  |
| --- |
| Salary: |

|  |
| --- |
| Brief description of job and main duties: |

|  |  |
| --- | --- |
| Start date in this job: | End date:  (if appropriate) |

|  |
| --- |
| Name and address of employer: |

|  |
| --- |
| Postcode: |

|  |
| --- |
| Telephone Number: |

|  |
| --- |
| How much notice do you need to give? |

**Education and Qualifications**

**Applicants offered a post will be asked to verify their qualifications on appointment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secondary schools  and/or colleges attended | Full or  part time | From | To | Exams passed and qualifications  gained (including NVQs) including grades |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Training (e.g. short courses; further development)**

|  |  |  |
| --- | --- | --- |
| Course Title | Date | Qualification (if appropriate) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Previous employers including voluntary positions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer name and address | Start/end dates of employment | Job Title | Salary | Brief Description of Duties/Responsibilities |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

(Please continue on a separate sheet if necessary)

**Further Information**

Using the essential and desirable criteria listed on the person specification as headings, please say how your knowledge, skills and previous experience (paid or unpaid) are relevant to this post.

(Please continue on a separate sheet if necessary**)**

PERSONAL REFERENCES

Please give the names and addresses of two referees from whom we may seek information regarding your suitability for employment. If you are currently employed, one of the referees must be your current employer.

(If you do not wish your referees to be approached at this stage, you should request this in writing with reasons)

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Position |  | Position |  |
| Address |  | Address |  |
| Tel No |  | Tel No |  |
| Fax |  | Fax |  |
| e-mail |  | e-mail |  |

**If short-listed for an interview, please give any days/dates when you would NOT be available:**

|  |
| --- |
|  |

**Criminal Record**

Do you have any unspent criminal convictions?

No

Yes

(If yes please give details on a separate sheet)

**Declaration**

**Please note that any false claim may make this application void. If employment has begun, you may be dismissed.**

**‘I declare that the information contained in this application is correct’.**

### Date

### Signed