Confidential Application Form

Job Title:

|  |
| --- |
| **Personal Details** |
| **Title:**  |
| **First Name:** |
| **Surname:** |
| **Postal Address:** **Post code**  |
| **Telephone: Mobile:** |
| **Email Address:** |
| **\*Please tell us where you heard about this job vacancy:*****\* Successful applicants will be contacted by phone – to arrange interviews*** |

We would strongly recommend that you read all the documents supplied, before completing this application form. Please refer to criteria on the person specification, and where appropriate give brief examples.

 *Please note CVs will not be accepted.*

**Education and Training – show your most recent qualifications first:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution** | **Course** | **Qualifications** | **Date obtained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Employment** **History:**

|  |  |
| --- | --- |
| **1. Name and address of current or latest employer** |  |
| **Start Date:**  |  |
| **Leaving Date:** |  |
| **Notice Required:** |  |
| **Current salary :**  |  |
| **Job title:**  |  |
| **Please add a brief description of job role, responsibilities, skills, experience and results:** |
|  |
| **2. Name and address of previous employer** |  |
| **Start Date:**  |  |
| **Leaving Date:** |  |
| **Notice Required:** |  |
| **Current salary :**  |  |
| **Job title:** |  |
| **Please add a brief description of job role, responsibilities, skills, experience and results:** |
| **3. Name and address of previous employer** |  |
| **Start Date:**  |  |
| **Leaving Date:** |  |
| **Notice Required:** |  |
| **Current salary :**  |  |
| **Job title:** |  |
| **Please add a brief description of job role, responsibilities, skills, experience and results:** |
|  |

**If you have relevant experience from any other employment please state here:**

**Application Questions**

|  |
| --- |
| **Using the person specification and job description provided, please state how you would meet the requirements for this post. Please do not exceed 1,000 words in total. (Continue on a separate page if necessary)** |
|  |
| **If appointed do you have any business and/or financial interests which may conflict with the duties of the post?** Yes/NoWould you be willing /able to work occasional weekends? Yes/No |
| Are you eligible to work in the UK? Yes/No**Do you hold a full current UK driving licence, with no bans?** Yes/No**Do you have any existing criminal convictions, cautions, reprimands and final warnings or outstanding criminal charges against you?** Yes/No |

**Employer** **References**

Please supply the names and addresses of two people from whom references may be obtained. One referee should be a senior person in your present [or most recent] employment. The other referee should be a previous *employer.*

|  |
| --- |
| **1. Referee Name:**  |
| **Position and Job Title:**  |
| **Name and Address of Organisation:**  |
| **Telephone:** **Email:** |

Please advise if we can contact your past employer prior to interview Yes/No

|  |
| --- |
| **2. Referee Name:**  |
| **Position and Job Title:**  |
| **Name and Address of Organisation:**  |
| **Telephone:** **Email:**  |

Please advise if we can contact your past employer prior to interview Yes/No

DECLARATION

I declare that to the best of my knowledge the information I have given on this form is correct and that I have not omitted any facts which may have a bearing on my application. I understand that falsification of information may lead to the withdrawal of an offer of employment or, if following employment, to disciplinary action which may result in dismissal.

Signed: Dated:

**Please return completed form to jobs@clothesaid.co.uk**