# EA final logo temp

**Application Form**

|  |  |
| --- | --- |
| Position applied for: | How did you hear about this vacancy? |

## A. Personal Details

|  |
| --- |
| TITLE: NAME:  |
| ADDRESS:POST CODE: |
| TELEPHONE  | **home:** **mobile:** |
| **E-mail address:** |

**B. Employment History** (start with most recent and work backwards)

|  |  |  |
| --- | --- | --- |
| Name & address of current/last employer: | Position: | From:To: |
| Briefly describe your responsibilities: |
| Reason for leaving/wanting to leave: | Notice period | Current salary |

**Employment history cont.**

|  |  |  |
| --- | --- | --- |
| Previous Employer: | Position: | From:To: |
| Briefly describe your responsibilities: |
| Reason for leaving: | Salary: |

|  |  |  |
| --- | --- | --- |
| Previous Employer: | Position: | From:To: |
| Briefly describe your responsibilities: |
| Reason for leaving: | Salary: |

|  |  |  |
| --- | --- | --- |
| Previous Employer: | Position: | From:To: |
| Briefly describe your responsibilities: |
| Reason for leaving: | Salary: |

|  |  |  |
| --- | --- | --- |
| Previous Employer: | Position: | From:To: |
| Briefly describe your responsibilities: |
| Reason for leaving: | Salary: |

 **C. Education, training and development**

Please tell us about your education and training relevant to this post

|  |  |  |
| --- | --- | --- |
| Places of education (Secondary and Further Education) | Subjects studied: | Qualifications: |
|  |  |  |

**Other training undertaken**

|  |
| --- |
| Please list any other relevant training undertaken: |

**Information Technology**

|  |
| --- |
| Please list details of IT packages used and level of competence: |

**D. Volunteering Experience**

|  |
| --- |
| Please tell us about any volunteering or personal experience relevant to this post: |

**E. Personal statement**

|  |
| --- |
| **Using the job description and personal specification please tell us how your experience, skills and knowledge make you a good candidate for this post:** |
| **Please write briefly why you are applying for this specific role:** |
| **Please tell us why you would like to work for Embracing Age and how you would contribute to our Christian ethos:** |

## G. References

Please give the name and address of two referees:

1. The professional referee should ideally be your current or most recent employer who can comment on your suitability for this post. If you have taken a career break or been studying and your most recent employment was over a year ago, please choose a personal referee who can comment on your character and ways of working in the past year.
2. The second referee needs to be a person who has known you for at least 2 years and is willing and able to comment on your character and ethos. This person should not be a relative.

|  |  |  |
| --- | --- | --- |
|  | **1st Referee - Professional** | **2nd Referee**  |
| **Name** |  |  |
| **Role** |  |  |
| **Address** |  |  |
| **Email** |  |  |
| **Telephone No.** |  |  |
| **In what capacity has the referee known you and for how long?** |  |  |

**H. Additional Information**

|  |  |
| --- | --- |
| What notice period is required by your current employer? |  |
| When could you commence work? |  |
| What is your National Insurance number? |  |
| What is your nationality? |  |
| Do you require a visa to work in the UK? |  Yes / No |
| If so, please give details and period of validity of the work visa you currently hold: |

**Please email your completed form to** tina@embracingage.org.uk

Or post to Tina English, Embracing Age, 183 Lincoln Avenue, Twickenham, TW2 6NL