#

**Application Form**

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| --- | --- |
| Position applied for: | Click or tap here to enter text. |
| How did you hear about this vacancy? | Click or tap here to enter text. |

## A. Personal Details

|  |  |
| --- | --- |
| FULL NAME:  | Click or tap here to enter text. |
| ADDRESS: | Click or tap here to enter text. |
| TELEPHONE:  | Click or tap here to enter text. |
| E-MAIL ADDRESS: | Click or tap here to enter text. |

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

|  |  |  |
| --- | --- | --- |
| Name & address of current/last employer: | Position: | Dates to & from |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Briefly describe your responsibilities: |
| Click or tap here to enter text. |
| Reason for leaving/wanting to leave: | Notice period | Current salary |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Employment history cont.**

|  |  |  |
| --- | --- | --- |
| Previous Employer: | Position: | Dates |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Briefly describe your responsibilities: |
| Click or tap here to enter text. |
| Reason for leaving: | Salary: |
| Click or tap here to enter text. | Click or tap here to enter text. |
|  |
| Previous Employer: | Position: | Dates |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Briefly describe your responsibilities: |
| Click or tap here to enter text. |
| Reason for leaving: | Salary: |
| Click or tap here to enter text. | Click or tap here to enter text. |

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| --- | --- | --- |
| Previous Employer: | Position: | Dates |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Briefly describe your responsibilities: |
| Click or tap here to enter text. |
| Reason for leaving: | Salary: |
| Click or tap here to enter text. | Click or tap here to enter text. |

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| --- | --- | --- |
| Previous Employer: | Position: | Dates |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Briefly describe your responsibilities: |
| Click or tap here to enter text. |
| Reason for leaving: | Salary: |
| Click or tap here to enter text. | Click or tap here to enter text. |

**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: |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Other training undertaken**

|  |
| --- |
| Please list any other relevant training undertaken: |
| Click or tap here to enter text. |

**Information Technology**

|  |
| --- |
| Please list details of IT packages used and level of competence: |
| Click or tap here to enter text. |

**D. Volunteering Experience**

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| --- |
| Please tell us about any volunteering or personal experience relevant to this post: |
| Click or tap here to enter text. |

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| **E. Personal Statement** |

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| --- |
| Using the job description and personal specification please tell us how your experience, skills and knowledge make you a good candidate for this post: |
| Click or tap here to enter text. |
| How would you contribute to the Christian ethos of Embracing Age? |
| Click or tap here to enter text. |
| Please write briefly why you are applying for this specific role: |
| Click or tap here to enter text. |
| Please tell us why you would like to work for Embracing Age: |
| Click or tap here to enter text. |

## F. 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 reference needs to be a person who has known you for at least 2 years. This person should not be a relative.

|  |  |  |
| --- | --- | --- |
|  | 1st Referee  | 2nd Referee  |
| Name | Click or tap here to enter text. | Click or tap here to enter text. |
| Role | Click or tap here to enter text. | Click or tap here to enter text. |
| Address | Click or tap here to enter text. | Click or tap here to enter text. |
| Email | Click or tap here to enter text. | Click or tap here to enter text. |
| Telephone No. | Click or tap here to enter text. | Click or tap here to enter text. |
| In what capacity has the referee known you and for how long? | Click or tap here to enter text. | Click or tap here to enter text. |

**H. Additional Information**

|  |  |
| --- | --- |
| What notice period is required by your current employer? | Click or tap here to enter text. |
| When could you commence work? | Click or tap here to enter text. |
| What is your National Insurance number? | Click or tap here to enter text. |
| What is your nationality? | Click or tap here to enter text. |
| 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, ETNA Community Centre, 13 Rosslyn Road, East Twickenham, TW1 2AR