

**EMPLOYMENT APPLICATION FORM**

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| ***GUIDELINES*** |

Please complete this form accurately, giving as many details as possible for your skills and experience relating to this job application. We wish to ensure that comparison between applicants is fair and in line with the Equal Opportunities Policy. Shortlisting will be based on the information gathered from this form and read in conjunction with the person specification. Please do not send CV’s. Only shortlisted applicants will be notified.

Please complete this form online or in black ink using BLOCK CAPITALS.

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| ***1. POSITION APPLIED FOR*** |

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| Job Title Role Position: |  |
| Where did you hear about this vacancy? | |

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| ***2. APPLICANT’S DETAILS*** |

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| --- | --- | --- | --- |
| Title: | Surname: | | First name: |
| Home address:  Postcode: | | | |
| Telephone No’s: | | | |
| Home: | | Mobile: | |
| E-mail address: | |  | |

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| Do you hold a current driving licence: **Yes/No** |  |
| Are there any restrictions regarding your employment? (E.g., Do you need a Work Permit? **Yes/No**  (If yes, please supply details on a separate sheet of paper. | How much notice do you need to give to your current employer? |
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| ***3.YOUR WORK EXPERIENCE (PAID OR UNPAID)*** |

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| Please start with your most recent work experience. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibilities, please do so on a separate sheet of paper. |

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| 1. Name of organisation: | | |
| Address: | | |
| Job Title: | From: | To: |
| Brief description of duties: | | |
| Reason for leaving: | | |

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| 2. Name of organisation: | | |
| Address: | | |
| Job Title: | From: | To: |
| Brief description of duties: | | |
| Reason for leaving: | | |

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| 3. Name of organisation: | | |
| Address: | | |
| Job Title: | From: | To: |
| Brief description of duties: | | |
| Reason for leaving: | | |

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| 4. Name of organisation: | | |
| Address: | | |
| Job Title: | From: | To: |
| Brief description of duties: | | |
| Reason for leaving: | | |

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| 5. Name of organisation: | | |
| Address: | | |
| Job Title: | From: | To: |
| Brief description of duties: | | |
| Reason for leaving: | | |

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| ***4. EDUCATION*** |

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| **Please list any education and qualifications which you feel are relevant to the post.** Please start with the most recent. |

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| Name of school / college / university | Subject studied | Qualification / Level | Date gained |
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| ***5. TRAINING*** |

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| Please list any training or life skill training you may have received which you feel are relevant to the post. Please start with the most recent. |

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| Training Course: | Date attended |
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| ***6. SUPPORTING INFORMATION*** |

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| This section is for you to give specific information in support of your application, taking each point of the person specification and demonstrating to what extent you have the necessary skills and experience necessary for the post. Please take into consideration any experience gained in a paid or voluntary post. If required, please continue a separate sheet of paper. |
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| 15. |
| ***7. REFERENCES*** |

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| Please provide names and addresses of two referees. One must be your present or most recent employer. References will only be taken up for the successful candidate. References from friends and relatives are not acceptable. | |
| 1. Name: | Position: |
| Organisation: | Telephone: |
| Address: | |

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| 2. Name: | Position: |
| Organisation: | Telephone: |
| Address: | |

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| ***8. CRIMINAL CONVICTIONS*** |

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| Do you have any criminal convictions? **Yes/No**  If yes, please give details on a separate sheet. This should include any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974. |

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| ***9. DECLARATION*** |

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| I declare that the information supplied in this application form is accurate to the best of my knowledge.  Signed: ………………………………………… Date: ……………………………………  By signing and returning this application form you consent to Telford Crisis Support to using and retaining information about you or third parties e.g., referee details which you have provided relating to your job application. This information will be used solely in the recruitment process and applicant information will be retained for 6 months after which it will be destroyed.  **Thank you for completing the form.**  **TCS is a Registered Charity number 1158650**. |