



Green End, Landbeach,
Cambridge CB25 9FD
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info@emmauscambriage.org
Registered Charity No. 1064473
Company No. 3422363

Application Form

Please complete this form accurately, giving as many details as possible of your skills and experience relating to the job. Short-listing will be based on the information gathered from this form and read in conjunction with the person specification for the role

Job Details:

Job applied for:	Location: Landbeach, Cambridge
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Please state where you saw this post advertised:

Personal Details:

Title:	First name	Surname:
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Address:	Email address:
	Home telephone:
	Daytime telephone:
	Mobile telephone:

Do you have a legal right to work in the UK? Yes/no *If 'Yes', and there are conditions attached, for example start or finish dates, please specify * If no what type of work permit do you require?

Driving licence - Do you hold a full driving licence: Yes/no *If yes please provide details of endorsements if you have any.	How much notice are you required to give your current employer?
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Reasons for applying:

Please outline your reasons for applying for the post. (Please continue onto a separate sheet if necessary)

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Education and Qualifications:

Please list any qualifications you have taken or are about to take (most recent first).

Date	Name of school / college/ university / training body	Type of Qualification	Subject	Result

Training:

Please list any training you have received, or courses you have attended that you feel are relevant to the post (most recent first).

Date	Details of Training Course

Past Employment Details:

Please start with your most recent / current employment. Briefly describe the main duties and responsibilities.

Employers name & address	Job Title	Brief description of duties	Date		Salary	Reasons for leaving
			From	To		

Relevant Skills and Experience:

This section is for you to give specific information in support of your application. After reading the job description and person specification please indicate your skills and experience relevant to the position you have applied for.

(Please continue onto a separate sheet if necessary)

Other Interests:

Please give details of any vocational activities or voluntary commitments.

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Referees:

Any offer of employment is dependent on receipt of 2 satisfactory references. Please provide details of two referees who can comment on your suitability for this post. We would normally wish to see one reference from your present or most recent employer. References will only be taken up for the successful candidate.

Referee 1:**Referee 2:**

Name:	Name:
Position:	Position:
In what capacity does this person know you:	In what capacity does this person know you:
Organisation:	Organisation:
Address:	Address:
Tel:	Tel:
Email:	Email:

Declaration and signature:

I confirm that the information contained in this application form is accurate and correct.

Signature _____ Date _____

Data Protection:

The Data Protection Act 1998 ("The Act") sets out certain requirements for the protection of your personal information against unauthorized use or disclosure. The Act gives you certain rights.

Except to the extent we are required or permitted by law, the information which you provide in this application form, and any other information obtained or provided during the course of your application ("the information") will be used solely for the purpose of assessing your application.

If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our Equal Opportunities Monitoring.

If your application is successful, the information will form part of your Personnel file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent.

I consent to the use of my personal information for the purpose and on terms set out above.

Signature _____ **Date** _____

Thank you for completing this application form.

Please forward this together with other associated forms to the address specified at the beginning of this form or email to info@emmauscambridge.org