Emmaus Hastings & Rother

Job Application Form

Address: 2 Whitworth Road, St Leonards-on-Sea, TN37 7PZ Tel: 01424 755111

Email: zach.hurst@emmaus.org.uk Registered charity no. 1123493

National website: www.emmaus.org.uk EHR website: www.emmaus.org.uk/hastings-rother

Please complete this form in black ink or type, and return by email or post to the above address. 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, read in conjunction with the person specification for the role

**Job Details:**

|  |  |
| --- | --- |
| **Job applied for:** | **Location:** |

|  |
| --- |
| **Please state where you saw this post advertised:** |

##### **Personal Details:**

|  |  |  |
| --- | --- | --- |
| **Title:** | **First name** | **Surname:** |

|  |  |
| --- | --- |
| **Address:** | **Email address:** |
| **Home tel:** |
| **Work tel:** |
| **Mobile tel:** |

|  |  |
| --- | --- |
| **Are there any restrictions regarding your employment? E.g. Do you require a work permit?** | **Yes\*/no** |
| \*If you answer yes, please provide details below | |

|  |  |
| --- | --- |
| **Driving licence - Do you hold a full driving licence:** | **Yes\*/no** |
| \*If yes please provide details of endorsements if you have any | |

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| **How much notice are you required to give your current employer?** |

### 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)

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|  |

### Other Interests:

Please give details of anyvocational 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 \_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  By signing and returning this application form you consent to Emmaus using and keeping information about you relating to your application or future employment. This information will be used solely for recruitment purposes, and will be retained on file for 12 months.  In addition to this, Emmaus may wish to hold your details on file for consideration for any future vacancies that may arise. Please indicate if you do not wish to be considered for other posts which may arise within the next 12 months: **Yes/no** |

**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**