



OFFICE USE:	CANDIDATE NO
DATE RECEIVED:.....	
SHORTLISTED:	

JOB APPLICATION FORM

Please complete the form and return to the address shown in the accompanying letter.

DO NOT ENCLOSE OR ATTACH OTHER DOCUMENTS APART FROM CONTINUATION SHEETS. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. CVS WILL NOT BE ACCEPTED.

APPLICATION FOR THE POST OF:		
CLOSING DATE FOR APPLICATIONS:		
SURNAME (CAPITALS):		
FORENAME (S) IN FULL:		
ADDRESS:		
CONTACT DETAILS - Please indicate your preferred method of contact by ticking the corresponding box below		
CONTACT NUMBER		
EMAIL ADDRESS		

DO YOU HAVE UNEXPIRED CRIMINAL CONVICTIONS - <i>It is our policy not to discriminate against people with criminal convictions unless these are relevant to the post. If you answer yes to this, you will be questioned about it before any offer of employment.</i>	YES/NO
DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY? - <i>We are positive about employing disabled people and we may need to make appropriate adjustments.</i>	YES/NO
DO YOU WISH TO BE CONSIDERED FOR JOB SHARE?	YES/NO

About your current/last position (Paid/Unpaid)

Name & address of current/last employer:		
Title of post:		
Date appointed:		
Date finished (If last employer):		
Salary:		
Reason for leaving:		
Notice Period:		
Briefly outline your responsibilities:		

EMPLOYMENT RECORD – Please give the details of your career, present post first

Employer's Name & Address	Nature of Work	Reason for leaving	No. of years of service	
			Years	Months

EDUCATION RECORD – (Starting with your most recent qualifications). Please indicate part-time and any in-service courses.

School/College/University or Other	Main Subjects Studied	Qualifications/Level of achievement	Date of qualification (From – To)

Continue on a separate sheet if necessary

ADDITIONAL INFORMATION – Please address the essential criteria listed in the person specification and job description. Candidates who do not meet all essential criteria will **NOT** be short listed. Please refer to the Person Specification under the following headings:

Qualifications & Training

Knowledge

Skills & Abilities

Experience

Personal Attributes

PERSONAL DEVELOPMENT – Please list any personal development/any appropriate training undertaken in the past two years.

SPARE TIME INTERESTS – Please state any spare time interests which are relevant to the post.

REFEREES – Name & Address of **TWO REFEREES** – one of whom should be your most recent employer.

	Current/most recent employer	2nd Referee
Name:		
Address:		
Email:		
Capacity in which known:		
Length of time known:		
Can we take a reference before interview:	YES/NO	YES/NO

STATEMENT:

I believe the information I have supplied to be correct. I have not knowingly withheld any significant information.

Signed:	
Date:	

For monitoring purposes, could you please state where you saw the role advertised?

Please return completed forms to info@lost-chord.org.uk or post to:

Lost Chord
 The Wesley Centre
 Blyth Road
 Maltby
 Rotherham S66 8JD