

APPLICATION FOR EMPLOYMENT – CONFIDENTIAL



Please return your completed application form either by email to withingtonassist.org.uk or by post to Withington Assist, 439 Wilmslow Road, Withington, Manchester, M20 4AN.

This form should be completed in black ink or type. All personal details will be treated in confidence, and applications will not be kept on file after use without permission.

Please ensure all sections of this form are fully completed.

Post Applied for _____

Section 1 – Personal Details

First Name/s	_____	Surname	_____
Address	_____ _____ _____		
	Postcode	_____	
	National Insurance No.	_____	
Phone (Home)	_____	Phone (Work)	_____
Mobile	Please specify preferred contact number _____		

Where did you see this role advertised?

Section 2 – Work Experience

Present or most recent employment:

<u>Job Title</u>	<u>Employer Name and Address</u>	<u>Main Duties</u>	<u>Reason for Leaving</u>	<u>Dates of Employment</u>

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

Previous employment: this section can include voluntary work:

<u>Job Title</u>	<u>Employer Name</u>	<u>Main Duties</u>	<u>Reason for Leaving</u>	<u>Dates of Employment</u>

Section 3 – Education and Training

Please list all relevant educational and training qualifications – copies of certificates may be requested if you are shortlisted for interview (please do not send them with your application).

<u>School or College</u>	<u>Date of qualification(s)</u>	<u>Qualification(s)</u>	<u>Grade</u>

Section 4 – Letter of Application

Please continue on a separate sheet if necessary (no more than 2 sheets of A4 in total)

To be shortlisted for interview you are required to demonstrate the skills, knowledge and experience of all aspects of the person specification.

Section 5 – References

Please give full contact details for two referees, one of which should be your current or most recent employer. Relatives are not acceptable.

<u>Name</u>	<u>Occupation</u>	<u>Address</u>	<u>Telephone Number</u>	<u>Email</u>

Can we contact this referee prior to an offer of employment? YES NO

<u>Name</u>	<u>Occupation</u>	<u>Address</u>	<u>Telephone Number</u>	<u>Email</u>

Can we contact this referee prior to an offer of employment? YES NO

Section 6 – Declaration

Please give details of any criminal convictions. All Withington Assist employees come into regular contact with vulnerable adults therefore posts are exempt from the Rehabilitation of Offenders Act 1974. Please give details of any convictions and, if relevant, details of any bankruptcy proceedings against you.

I confirm that the above information is true, accurate and complete and that any misrepresentation may invalidate my application or lead to my summary dismissal after appointment.

Signed

Date
