

**JOB APPLICATION FORM**

The information requested below is important in assessing your application. Please complete as accurately and in full

**Personal Details:**

Surname:

Title:

Forenames:

Address:

Postcode:

Telephone:

Email address:

**Present / most recent employment:**

Job Title:

Name and address of employer:

Date started (and finished if relevant):

Brief description of duties and responsibilities:

**Previous employment (earliest first, including unpaid and voluntary work experience)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Employer | Job Title | Reason for leaving |
|  |  |  |  |  |

**Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Schools, colleges attended | Qualifications gained or pending | Level |
|  |  |  |  |  |

**Attendance at training courses relevant to your employment:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organising Body** | **Course title** | **Duration** | **Date** | **Qualification** |
|  |  |  |  |  |

**Membership of professional bodies:**

**Other relevant information and experience:**

*The information you provide in this section is important in assessing your application.* Please use this space to detail your suitability for the role and reasons for applying, referring to the job description and person specification. Include relevant details of any gaps in paid employment, unpaid work experience and positions of responsibility. Please use a separate sheet of paper as necessary.

**Leisure activities / hobbies:**

**Referees:**

Please gibve the names of two people to whom reference be made in respect of your application. The first should be your current or most recent employer.

Referees are only contacted if you are short listed for interview. Please make clear if you do not wish a referee to be contacted before a provisional of employment is made.

1.

Name:

Position:

Relationship to you:

Email:

Telephone:

2.

Name:

Position:

Relationship to you:

Email:

Telephone:

I do not wish you to contact my referee (s) if called forward for an interview (mark as necessary): 1 / 2

**Miscellaneous:**

Please give details of any criminal convictions which are not excluded by the Rehabilitation of Offenders Act 1974 :

From what source did you hear about this vacancy:

**Declaration:**

**I declare that the information given in this application is true:**

**Signed:**

**Date:**

**Please submit form to :**

**Maggie Haynes**

**CEO**

**Tuppenny Barn**

**By email:**

**Maggie@tuppennybarn.co.uk**

**By post:**

**Tuppenny Barn**

**Main Road**

**Southbourne**

**West Sussex**

**PO10 8EZ**