**APPLICATION FORM**

**SINFONIA SMITH SQUARE**

Position applied for: **Development & Communications Assistant**

**Personal Details**

Surname:

Forenames:

Address:

Contact telephone number: E-mail address:

**Current or Most Recent Job**

Job title & duties

Employer’s name & address:

Date started: Date left:

Reasons for leaving or wishing to leave:

Notice period required:

**Previous Employment**

Job title & duties:

Employer’s name & address:

Date started: Date left:

Reason for leaving:

Job title & duties:

Employer’s name & address:

Date started: Date left:

Reason for leaving:

Job title & duties:

Employer’s name & address:

Date started: Date left:

Reason for leaving:

**Education, Training & Professional Qualifications**

Please list all your secondary education and further education/training/qualifications:

|  |  |  |
| --- | --- | --- |
| School / College / University | Dates | Qualifications |
|  |  |  |

**Work Permit**

Do you have the right to work in the UK? (Yes or No)

**Criminal Convictions**

Please give details of any criminal convictions you have had, excluding any “spent” under the Rehabilitation of Offenders Act 1974:

**Supporting Statement**

Please state why you want this particular post and highlight the skills and experience that you could contribute to our organisation.

**References**

Please give the names and addresses of two referees, at least one of whom should be your current or most recent employer. Any offer of employment made to you will be subject to the receipt of satisfactory written references.

May we take up references at this stage? (Yes or No)

Name:

Address:

Position:

Phone: E-mail:

Name:

Address:

Position:

Phone: E-mail:

In what capacity do you know your second referee?

**Declaration**

I confirm that the information given on this form is correct and understand that misleading statements may be sufficient grounds for cancelling any subsequent agreements made.

Submission of this form indicates your explicit consent that your data may be processed in accordance with the provisions of the Data Protection Act 1998.

Signed: Date: