

Please complete this application form in ink or typescript; **please do not enclose CVs, which will be disregarded** – the application form has been designed to provide all necessary information.

|  |  |
| --- | --- |
| Post applied for:  |  |
| Surname: |  | Mr |  |
| Mrs |  |
| Forename(s): |  | Miss |  |
| Ms |  |
| Address: |  |
| Email: |  |
| Tel. No. (Home): (Work): |  | (Mobile): |  |
| NI No: Are you legally eligible for employment in the UK? |
| Do you hold a driving licence? | Do you own a car? |
| Please list any endorsements in the last five years |  |  |  |
| Do you consider yourself to be disabled? |  |
| Do we need to make any reasonable adjustments in order that you can access our premises for an interview? (If yes, please specify below): |
| Please indicate number of days off for illness in the past two years: |
| **Name, address and telephone number of two referees.** At least one should be your present or most recent employer or, if appropriate, a tutor. Please indicate in what capacity you know referees. |
| 1. | 2. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** |  | **No** |  |

A reference from your present employer will be required but we shall not approach them without your permission. May we approach them now?

**Education:**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **School/College/University** | **Degrees/Diplomas, Certificates****Or other qualifications. Please give dates.** |
|  |  |  |  |

**Please list any other relevant training:**

|  |  |
| --- | --- |
| **Training** | **Date** |
|  |  |

**Give details of your main interests and the depth to which these are pursued.**

**Employment in chronological order, starting with present post:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates (Month and Year)****From: To:** | **Name and Address of Employer** | **Position Held****Summary of Duties** | **Reason for Leaving** |
|  |  |  |  |

**Please outline main duties of your present or most recent post:**

**7**

**Please outline your experience to date, highlighting specific achievements relevant to the activities set out in the job description and person specification (continue on a separate sheet if necessary).**

|  |  |
| --- | --- |
| **Present or most recent salary:** |  |
| **If offered, when could you take up appointment?** |  |

**Please note you may also be required to complete a DBS check for this post.**

I hereby declare to the best of my knowledge the information given on this form is true and correct and can be treated as part of any subsequent Contract of Employment.

|  |  |
| --- | --- |
| **Signed:**  | **Date:**  |

**NOTE:** Any false statement within this application regarding qualifications or experience or any improper canvassing will result in disqualification.

**Post forms to: Julie, Green Synergy, 49 Roman Pavement, Lincoln LN2 5RD**

**Or email to:** **julie@greensynergy.org.uk**