

Application Form

**Please complete using black ink or type**

|  |  |
| --- | --- |
| Position applied for | Volunteer?  Yes / No |

**Personal Details**

|  |  |  |
| --- | --- | --- |
| Title (Mr/Mrs/Ms/Miss) | Forenames | Surname |

|  |  |  |
| --- | --- | --- |
| Home Address |  |  |
|  |  | Telephone: Evening  Daytime  Email |
| Postcode |  | If at work, may we contact you there? YesNo |

|  |  |  |
| --- | --- | --- |
| Do you have a current driving licence?Full Provisional |  | When would you be **unavailable** for interview? |
|  |  |  |
| Do you own or have use of a car or motorcycle? Yes No . |  | How much notice of leaving must you give to your present employer? |
| National Insurance Number: |  |  |

**References**

**Please give details of your current and most recent employers (or personal tutor/head teacher if you are a student) from whom confidential references may be obtained. These may be requested before interview unless you place an ‘X’ in the box below.**

|  |  |  |
| --- | --- | --- |
| Name       Address    Email |  | Name        Address    Email |
| Occupation |  | Occupation |

**Additional Information**

|  |  |
| --- | --- |
| Have you been convicted of any criminal Offences which are not yet ‘spent’ under the Rehabilitation of Offenders Act?  YesNo | If so, please specify the dates and details of any convictions or cautions. |

**Education& Training**

**Secondary Education**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School/s |  | Subjects |  | Level | Grade |
|  |  |  |  |  |
|  |  |  |  |

**Further Education (College / University / Vocational Training / Modern Apprenticeship etc.)**

|  |  |  |  |
| --- | --- | --- | --- |
| Establishment | Dates from - to | Course taken | Qualification & Grade |
|  | (Please include subjects) | (including NVQ level) |
|  |  |  |

**Short& Part Time Courses (including certificated training e.g. first aid at work / evening classes)**

|  |  |
| --- | --- |
| Dates | Details (please include any qualifications obtained) |
|  |  |

**Membership of Professional Bodies**

|  |  |
| --- | --- |
| Dates | Details including grade of membership |
|  |  |

**Employment History**

**Present Employment (or most recent if unemployed) Please explain any gaps from Employment History**

|  |  |  |
| --- | --- | --- |
| Name of Employer | Position held | Reason for leaving |
| Nature of business |  | Present (or final) salary |
| Address | Date started Date finished | Any additional benefits (car allowance, pension, private health care etc.) |
| Describe the key responsibilities of your current (or final) job and the objectives you have achieved. Remember to include any skills and experience you have that are relevant to the post you are applying for. | | |

**Previous Employment (most recent first)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | | Name, address and nature of | Position and main responsibilities | Reason for leaving |
| from | to | employer’s business |  |  |
|  |  |  |  |  |

**Reason for Application**

|  |
| --- |
| Please state your reasons for applying for this post. Give details of your relevant skills, experience and knowledge that will contribute to your performance of your duties, if appointed. Relevant examples from your personal life as well as your working life may be included. Please clearly mark any continuation sheets used with your name and the position you are applying for, and attach securely to this application. |

|  |  |  |
| --- | --- | --- |
| Are you related to YesNoIf so, please state their name(s) and relationship.  any BOARD MEMBER  or EMPLOYEE of  Evolve East Anglia CIC? |  | How did you find out about this vacancy? (Please state any publication in which you found it) |

**I certify that to the best of my knowledge the information given in this application is true.**

|  |  |  |
| --- | --- | --- |
| Signed |  | Date |

**Note: In order to process your application, your name and address will be held on a computer.**

**Thank you for taking the time to complete this application form. Please email the completed form to: -** [**info@evolveeastanglia.com**](mailto:info@evolveeastanglia.com) **or send to Evolve East Anglia CIC, 4 Riverside Road, Norwich, NR1 1SQ. If posting please email us to let us know to look out for it in the post.**

**Please state ‘job application’ and the position applied for in the email subject line so we can direct it to the correct manager without delay.**