



CONFIDENTIAL

Application for Employment

Post Applied for

Post Advertised in:

SURNAME (Block Letters)	FULL FORENAMES (Block Letters)
Home Address	Address for communication (if different)

Telephone No. Home: Alternative telephone No:

E-mail: National Insurance Number:

Do you hold a full current driving licence? Yes No

If you are in employment, what notice are you required to give your present employer?
.....

Do you consider yourself to be a disabled person? Yes No

All disabled applicants who meet the essential criteria in the person specification will be shortlisted for interview and given the opportunity to outline any reasonable adjustment that may be required.

REFEREES

Give details of two people to whom you are not related and to whom reference can be made; one should be your current employer, or if you are currently unemployed, your last employer, or, in the case of school leavers, your tutor.

Name Job Title Address Tel No: Email: <input type="checkbox"/> <input type="checkbox"/> <i>Can we contact prior to interview? YES NO</i>	Name Job Title Address Tel No: Email: <input type="checkbox"/> <input type="checkbox"/> <i>Can we contact prior to interview? YES NO</i>
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QUALIFICATIONS
Secondary Education

Name and location of school/college	From	To	Examinations taken (<i>include date, level, grade</i>)

FURTHER EDUCATION – University, College, Part-time or Work Related Courses

Name and location of establishment	From	To	Examinations taken (<i>include date, level, grade</i>) (<i>where appropriate</i>)

Membership of Professional Organisations and Institutions

Name	Date Attained	Membership Status	By Examination Yes/No

EMPLOYMENT

Present or most recent employment details:

Name and address of Employer
.....
.....

Job Title Salary

Date of appointment Date of leaving (*if appropriate*)

Main duties and responsibilities

Previous Employment

In date order, latest first, with no gaps unaccounted for. Continue on a separate sheet if necessary

Name and Full address of Employer	Period		Job Title and Main Responsibilities	Grade or Salary
	From	To		

ADDITIONAL INFORMATION

Using the job description as a guide, please give details of any experience or skills which you feel demonstrate your suitability for this post; this can include experience/skills gained in previous jobs or in other areas such as temporary work, voluntary work, or spare time activities. Attach additional sheets as necessary.

We do not acknowledge receipt of forms unless you send a stamped addressed envelope. You will, however, be notified in due course of the outcome of your application.

I declare that the information contained in this form is to the best of my knowledge correct.

Date Signature

All information contained in this form will be treated as **strictly confidential**, when used for recruitment.

When complete, return this form to:

**Mrs Renée Wilkinson
Cumbria Deaf Association
Tannery Road
Harraby Green Business Park
Carlisle
CA1 2SS**

Or email to: renee.wilkinson@cumbriadeaf.org.uk