



APPLICATION FOR EMPLOYMENT

Post applied for: Adminstrative Assistant

Closing date: Monday, 4th June 2018

| | |
|---|---------------------|
| 1. Personal detail | |
| Surname: _____ | Home address: _____ |
| First name: _____ | _____ |
| Date of birth: _____ | _____ |
| Male <input type="checkbox"/> Female <input type="checkbox"/> | Post code: _____ |
| Mobile: _____ | Evening: _____ |
| Telephone (day): _____ | Email: _____ |

2. Education & Training

Please specify any relevant training you have received or courses attended (give dates)

Are you a member of any professional organisations? Give status and dates.

| School Attended | Date Attended | Qualifications received – dates awarded |
|-----------------|---------------|---|
| | | |

3. **Employment history:** please include both paid work and relevant voluntary experience (please state if voluntary). Current or most recent employment first. If your application is successful, you will need to provide evidence of qualifications.

| Name of address of employer | Job Title | Dates employed – month/year |
|-----------------------------|-----------|-----------------------------|
| | | |

Please provide two referees, including one from your present or most recent employer. Referees should be line managers, not friends, relatives or immediate colleagues. Referees will be contacted before an offer of employment is confirmed.

Name: _____

Name: _____

Position: _____

Position: _____

Business Address: _____

Business Address: _____

Tel: _____

Tel: _____

Email: _____

Email: _____

Relationship:

Relationship:

May we approach them at this stage:

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4. **Your experience, skills, knowledge and abilities:** This section provides an opportunity to describe your experience and skills, which are relevant to this post. Think carefully about how you meet the person specification and the job requirements, considering your experience gained in paid or voluntary employment, outside interests and any other relevant activities. Continue onto A4 paper if required.

5. Further Information

What period of notice does your present employer require?

Do you have a current clean driving licence?

Do you have the use of a car during work hours?

Do you consider yourself disabled?

If you do, do you have a disabled register number?

Are you related to any member of staff or the trustees?

If so, please state the name, and the nature of the relationship.

Please quote your National Insurance number

Do you require a permit to work in the UK?

6. Declaration

I declare to the best of my knowledge the information given on this form is correct. I understand that deliberately falsifying or withholding information could constitute grounds for dismissal at a later date.

Signed _____ Date _____

Please return completed application to:

info@dalgarnotrust.org.uk

The Dalgarno Trust
1 Webb Close, Dalgarno Way
London W10 5QB