



JOB APPLICATION FORM

The information requested in this form is important in assessing your application. Please complete accurately and in full.

Personal Details:

Surname:

Title:

Forenames:

Address:

Postcode:

Telephone: Home:

Mobile:

Email address:

Do you require a work permit to work in the UK: Y / N

Present / most recent employment:

Job Title:

Name and address of employer:

Date started (and finished if relevant):

Brief description of duties and responsibilities:

Previous employment (earliest first, including unpaid and voluntary work experience)

From Month/Year	To Month/Year	Employer	Job title	Reason for leaving

Education (Proof of qualification may be required at interview)

From Month/Year	To Month/Year	Schools, colleges attended	Qualifications gained or pending – Please state subject and level	Grade

Extend boxes if required or continue on a separate sheet of paper

Attendance at training courses relevant to your employment:

Organising body	Course title	Duration	Date

Membership of professional bodies:

Body	Grade of membership	Whether by exam	Date

Extend boxes if required or continue on a separate sheet of paper.

Other relevant information and experience:

The information you provide in this section is important in assessing your application. Please use this space to explain your suitability for the role and reasons for applying, referring to the job description and person specification. Include relevant details of any gaps in paid employment, unpaid work experience and positions of responsibility.

Please continue on a separate sheet of paper if necessary

Leisure activities / hobbies:

Referees:

Give the names of two persons to whom reference may be made in respect of your application. The first should be your current or most recent employer.

Referees are only contacted if candidates are shortlisted for interview. Please make clear if you do not wish a referee to be contacted before a provisional offer of employment is made.

A

Name:
Position:
Relationship to you:
Email
Telephone:

B

Name:
Position:
Relationship to you:
Email
Telephone:

I do not wish you to contact my referee(s) at this stage (mark as necessary): A / B

Miscellaneous:

Please give details of any criminal convictions which are not excluded by the Rehabilitation of Offenders Act 1974 (date, conviction, sentence, etc):

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From what source did you learn of this vacancy?

.....

Declaration:

I declare that the information given in this application is true: Signed:
Date:

For official use only		
Shortlisted	Yes.....	No....
Coded reason for not shortlisting:		

Please submit form to:

Marc Steene
Director, Outside In

By email:

marc.steene@outsidein.org.uk

By post:

Outside In
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Chichester
West Sussex
PO19 1TJ