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# APPLICATION FOR EMPLOYMENT

|  |  |
| --- | --- |
| Job  Title: |  |

**IMPORTANT NOTES: Please read the following notes before completing the form:**

SNAPS welcomes applications from individuals representing all parts of the community, and for all job types, including full-time, part-time and job sharing. Thank you for your interest in the above post.

⏺ Read the relevant information, particularly the Job Description and Person Specification before completing the form.

⏺ You can type directly onto the form.

⏺ Give all the information you can about yourself and tell us why you think you are suitable for the job

⏺ Return by email: lucy@snapsyorkshire.org

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Your full name and postal address | Telephone Numbers  Day:  Evening:  Mobile: |
| Email: |

**REFERENCES**

|  |  |
| --- | --- |
| We will take up references if you are shortlisted, unless requested otherwise. Please give names and addresses of two referees who know you well enough to comment on your suitability for the post. One of them must be your present or most recent employer. Please state in which capacity you know each referee. **An offer of employment will not be made until satisfactory references have been received.** | |
| Give your former name if different from that above, to ensure we are asking for the correct reference. | Your Former Name and Job Title (if applicable) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NAME OF REFEREE  And JOB TITLE or STATUS (e.g. teacher, friend) | | ADDRESS FOR CONTACT | MAY WE APPROACH THEM BEFORE INTERVIEW? | |
| Name:  Status:  Tel No:  E-mail: |  |  | YES |  |
| NO |  |
| Name:  Status:  Tel No:  E-mail: |  |  | YES |  |
| NO |  |

**EDUCATION AND QUALIFICATIONS**

Please give details of your education and qualifications.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EDUCATION AND QUALIFICATION DETAILS | RESULTS/  GRADES  OBTAINED | WHERE OBTAINED | HOW OBTAINED  (FULL TIME)  (PART TIME)  (CORRESPONDENCE) | DATE  FROM | DATE  TO |
|  |  |  |  |  |  |

**PROFESSIONAL QUALIFICATIONS/MEMBERSHIP**

|  |  |  |  |
| --- | --- | --- | --- |
| QUALIFICATION/PROFESSIONAL BODY | LEVEL | DATE ATTAINED | CURRENT  MEMBERSHIP  STATUS |
|  |  |  |  |

**TRAINING AND DEVELOPMENT**

List all training courses undertaken including practical, in-house, commercial and special training courses. Include any apprenticeships, training schemes, evening classes and adult education.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| COURSE AND TRAINING DETAILS | RESULTS/  GRADES  OBTAINED | WHERE OBTAINED | HOW OBTAINED  (FULL TIME)  (PART TIME)  (RESIDENTIAL) | DATE  FROM | DATE  TO |
|  |  |  |  |  |  |

|  |
| --- |
| Do you have a current full driving licence? |

**LANGUAGE SKILLS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Which languages other than English do you speak and/or write? | | | | | | | | | | | | | | |
|  |  | Speak | | | Write | | |  | Speak | | | Write | | |
|  | |  |  |  |  |  |  |  |  |  |  | |  |  |
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|  | | | | | | | | | | | | | | |

**EMPLOYMENT HISTORY**

**CURRENT (most recent) EMPLOYMENT**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| EMPLOYER’S NAME AND ADDRESS | | | POSITION HELD | | | DATE | | | REASON FOR WISHING TO LEAVE | |
| FROM | | TO |
|  | | |  | | |  | |  |  | |
| TelNo |  | Salary | |  | Hours worked | |  | |
| Brief note of Duties and Responsibilities: | | | | | | | | | | |
|  | | | | | | | | | |  |

**PREVIOUS EMPLOYMENT**(continue on a separate sheet if necessary and attach)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| EMPLOYER’S NAME AND ADDRESS | POSITION HELD | F/T OR  P/T HRS | SALARY/  WAGE | DATE  FROM | DATE  TO | REASON FOR LEAVING |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | | |
| Under the requirements of the Asylum and Immigration Act, are you currently eligible to work in the UK? | YES |  | NO |  |  |
|  | | | | | |

**SUPPORTING INFORMATION** Tell us why you are the person for the job - Use the space below to show you have the skills, knowledge and experience we are looking for (as described in the Job Description). Don’t forget to include details of home-based work, work in the community or with voluntary groups, and your leisure interests to support your application. Please keep your supporting information to a maximum of 2 pages (minimum font size 11) – don’t worry if it is less.

**SUPPORTING INFORMATION**(Continue if needed)

Where did you hear about this job?

|  |
| --- |
| I confirm that to the best of my knowledge the information provided in this form is correct and gives a true representation of my qualifications and employment history Signed Date  Note - emailing this form to us counts as a signature |

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