



APPLICATION FOR EMPLOYMENT

Please type or complete in black ink as this form will be photocopied. Please answer each question fully, continuing on separate numbered sheets of A4 paper if necessary. Selection for interview will be based only upon the information given on the form which will be treated in strict confidence. **CURRICULUM VITAE, TESTIMONIALS ETC. WILL BE DISREGARDED.**

1. VACANCY DETAILS

Post for which you are applying	
How did you hear about this vacancy? -----	
Please return to:	Enfield Mencap Bounces Road Community Hall 1 Foxglove Close Edmonton N9 8LW Julita.janusek@enfieldmencap.org.uk
No further correspondence can be undertaken unless you are shortlisted for the post. If you would like an acknowledgement, please enclose a stamped addressed envelope.	

2. PERSONAL DETAILS

Surname _____ (Mr/Mrs/Ms/Miss) First Name(s) _____	
Address _____	Date of Birth: _____
_____	Telephone: Day _____
_____ Post Code _____	Evening _____ <i>(please include STD codes)</i>
E-Mail address: _____	
Do you have a full current Driving Licence?	YES/NO*
Do you have a suitable car available for work?	YES/NO*
Do you require a work permit?	YES/NO*
* Please delete as appropriate	

3. EDUCATION

Please list below your educational history from age 11 years

<u>Date</u>	<u>Schools/College</u>	<u>Qualification, Subject and Grade obtained</u>

4. TRAINING

Please list below relevant job-related training you have undertaken, and any professional qualifications achieved

<u>Date</u>	<u>Details of Course</u>	<u>Qualifications obtained</u>

5. PREVIOUS EMPLOYMENT

If necessary, please continue on a separate sheet of A4 paper, placing your name in the TOP RIGHT-HAND corner.

Current or last Employer's Name & Address & brief description of organisation	Dates of Employment	Job Title	Outline of duties	Reason for Leaving
	From: To:			
Previous Employers' Names & Address (in reverse order)				Reason for Leaving
	From: To:			

Please give details of any gaps in your employment history

6. FURTHER DETAILS

Please give us your reasons for applying for this post and using the job description and person specification any information which you think will help us to consider your application, including details of your present or most recent job, or other relevant experience and any specialised knowledge you have.

If necessary please continue on a separate sheet(s) of A4 paper, placing your name in the TOP RIGHT-HAND corner and numbering additional sheets.

7. REFERENCES

Please give below the name and address of two people who are willing to act as referees. One of these should normally be your present or most recent employer. References will normally only be taken up if you are selected for interview. Referees must not be related to you.

Name _____	Name _____
Position _____	Position _____
Address _____	Address _____
Telephone _____	Telephone _____
A reference from your present employer will be required, but they will not be approached without your permission. May we approach them now? YES/NO	

9. OTHER INFORMATION

Present or most recent salary _____
When could you take up the appointment _____

10. DECLARATION

I hereby declare to the best of my knowledge the information given on this form is true and correct and can be treated as part of any subsequent Contract of Employment.	
Signed _____	Date _____