

Application for employment

All information will be treated in confidence.

Please read this page before completing the form

Please complete all appropriate sections using black ink or type.

Post applied for

Instructions/guidance for completing this application form

- Read all the material provided in the information pack that has been sent to you. This will give you the opportunity to assess whether the post is suitable for you.
- You may wish to write your application out in draft, as this will prevent unnecessary mistakes.

Consider all the points you wish to make in support of your application.

- Make sure that your application is geared around the job you are applying for.
- Give as much detail as you can about your present or last post. This will show the skills you are currently using and may uncover areas you may not think are important.
- Remember to include previous employment if the duties/responsibilities in those jobs are relevant to this post.
- Please do not stick pages onto the form, but include additional separate pages as necessary.

Inclusion of CV's

Under the terms of the TRC Equality and Diversity Policy applicants are no longer required to identify their personal details on their application. Please ensure, therefore, that if you wish to include supporting documents with your application your personal details are only included on the separate Equal Opportunities monitoring sheet.

Office use

Job Ref No

Code

Date received

Date interviewed

SFP



Section 2 - Employment History - continued.....

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Section 3 - Further/Higher Education

Period of course. Indicate whether full or part time	Name of College or University attended	Degree or certificate obtained. (If degree state Hons., Class or Pass)	Date of award	Subjects. (Main and subsidiary where appropriate)

Section 4 - Secondary Education

Dates	School/College/ University	Details of course/ subjects covered	Qualifications obtained. Include grades for A levels or equivalent qualifications

Section 5 - Additional training, short courses etc, relevant to this application

Dates	Course organisers	Course length	Brief details of course

Do you hold a valid First Aid Certificate? Yes No Expiry date

Section 6 - Membership of professional bodies

Section 7 - Further information and References

Please give dates when you are not available for interview.

References

Please give the names and addresses of two people to whom we may write for references. Referee 1 should be your present or most recent employer. Please state whether Referee 2 is in a personal or employment capacity.

Referee 1(Present or most recent employer)

Referee 2 *Employment/Personal capacity (*delete)
(This referee should not be a relative)

Name

Name

Job title

Job title

Address

Address

Tel number

Tel number

Email

Email

If you are shortlisted for this post, may your references be contacted prior to interview?

Yes No

Yes No

Please state number of days absent from work in the last 2 years

If you are selected for interview you will be asked to bring proof of your professional qualifications and any other relevant certificates.