

JOB APPLICATION FORM

Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. Short-listing will be based on the information gathered from the form, read in conjunction with the CV already provided. You will be advised of the outcome of your application in writing. Please complete the form in black ink and BLOCK CAPITALS.

Return to On My Doorstep Ltd, Nethania House, Figg Lane, Crowborough, East Sussex, TN6 2PD.

POSITION APPLIED FOR

Job Title:	
Where did you see the position advertised?	

APPLICANTS DETAILS

Applicants Full Name (Mr/Mrs/Ms/Miss):	
Address:	
Postcode:	
Telephone (home):	
Telephone (mobile):	
Email address:	

EDUCATION/QUALIFICATIONS

Please list your education and qualifications in date order:

Year from	Year to	School/College	Qualifications gained

Additional Training/Professional Memberships:

EMPLOYMENT RECORD

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in *Section Experience and Skills*.

Current/most recent employer:

Organisation:	
Address:	
Job Title:	
From/To:	
Brief description of duties:	
Reason for leaving/changing:	

Organisation:	
Address:	
Job Title:	
From/To:	
Brief description of duties:	
Reason for leaving/changing:	

Organisation:	
Address:	
Job Title:	
From/To:	
Brief description of duties:	
Reason for leaving/changing:	

REFERENCES

Please give two references. One must be your present or most recent employer & one a personal reference:

(References will not be taken up without your prior consent)

Name:	
Position:	
Organisation:	
Address:	
Telephone:	

Name:	
Occupation/Relationship to Applicant:	
Address:	
Telephone:	

ADDITIONAL INFORMATION

Hobbies, interests and activities:	
Do you hold a current full, clean driving licence? How long?	
Are there any restrictions regarding your employment? E.g. do you require a work permit?	
How much notice do you need to give to your current employer?	
Do you have any criminal convictions?*	

*If Yes please give details on a separate sheet, this should exclude any spent convictions under Section 4(2) of the Rehabilitation of Offenders Act 1974.

EXPERIENCE AND SKILLS

This section is for you to give specific information in support of your application. After reading the Job Description consider to what extent you have gained the skills and experience necessary for the post. Your experience need not have been gained in paid employment and may include special interests relevant to the post.

DECLARATION AND SIGNATURE

The information supplied in this application form is accurate to the best of my knowledge.

Signed:

Date:

By signing and returning this application form you consent to On My Doorstep Ltd using and keeping information about you provided by you – or third parties such as referees – relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. ***Thank you for completing the form.***
