# APPLICATION FOR EMPLOYMENT

**Confidential**

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| **Position applied for:** |  |

You are advised to read this application form and all the accompanying documents thoroughly before starting to complete this form. Please fill in each section, demonstrating how your skills and experience meet the person specification and job description for the post. You are not required to include a CV with your application.

Please return your application form, Criminal Record Declaration form and Equal Opportunities Monitoring form by email to Afua Pierre, HR & Governance Manager: afua@minstercentre.ac.uk.

**Personal and contact details**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Email** |  |
| **Phone number(s)** |  |

**Declaration**

I declare the information given on this form is correct to the best of my knowledge.

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| --- | --- | --- | --- |
| **Signed** |  | **Date** |  |

**Employment history**

Starting with the most recent, please list your employment and indicate whether part-time or full-time. The space will expand as you type.

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| --- | --- | --- | --- |
| **Date**  **From - To** | **Name of Employer** | **Post held and brief summary of duties** | **Reason for leaving** |
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**Voluntary work experience**

Please give details of any voluntary work undertaken. The space will expand as you type.

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| --- | --- | --- | --- |
| **Date**  **From - To** | **Name of Employer** | **Post held and brief summary of duties** | **Reason for leaving** |
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**Education and Qualifications**

Please list your educational and professional qualifications and any post qualification training undertaken, using a separate sheet if necessary. The space will expand as you type.

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| --- | --- | --- | --- |
| **Dates** | **Name of Education Facility** | **Course title** | **Qualification** |
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**Personal Statement**

**This is the most important section of your application.**

Please *clearly demonstrate* how you meet the requirements for the job by giving examples, relating your skills and experience to each part of the person specification. The space will expand as you type. You may take up to 2 sides of A4 for your answer.

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**Referees**

Please give details of two referees who know you in a professional capacity. One should be your current or most recent employer who can comment on your work, paid or unpaid. We will only take up references after interview and will inform you when we will do so.

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| --- | --- | --- | --- |
| **Referee 1** | | | |
| **Name** |  | **Job Title** |  |
| **Organisation *(if applicable)*** |  | | |
| **Email** |  | **Phone** |  |
| **In what capacity do you know them?** |  | | |

|  |  |  |  |
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| **Referee 2** | | | |
| **Name** |  | **Job Title** |  |
| **Organisation *(if applicable)*** |  | | |
| **Email** |  | **Phone** |  |
| **In what capacity do you know them?** |  | | |

**Notice period**

If applicable, how much notice do you have to give your present employer?

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**Availability**

Please indicate your preferred days and hours in line with the total required hours for this role.

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**Relationships with staff or students**

Please declare if you have any relationship with staff or students at The Minster Centre. This will not be counted against you. We ask so we can avoid/ manage any dual relationships.

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**How did you hear about this vacancy?**

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Thank you for completing this application form. Please ensure that you have signed the declaration on the first page of this form and then return your application form, along with the **Criminal Record Declaration form** and **Equal Opportunities Monitoring form** by email to:  
Afua Pierre, HR & Governance Manager: afua@minstercentre.ac.uk.