GREATER VILLAGE REGENERATION TRUST

APPLICATION FOR EMPLOYMENT FORM

Ref.:

Position applied for: **Finance and Admin**

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| **Personal Details** |
| Surname: (Mr/Mrs/Miss/Ms) |  | First Names: |  |
| Home Address: |  | Date of Birth: (DD/MM/YY) |  |
| Telephone:Home:Work:Mobile: |  |
| State of health: |  |
| Please state the number of days lost due to illness in the last 3 years. |  |
| Do you have access to a suitable means of transport to enable you to meet the requirements of this position | YES/NO |

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| **Education and Training (Continue on separate sheet, if necessary)** |
| Secondary School and/or College/University | From | To | Level of Examination | Subject | Grade |
|  |  |  |  |  |  |

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| **Other Training (Continue on separate sheet, if necessary)** |
| Course Content | Dates | Training Establishment | Qualification |
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| **Employment (please give details of all positions held in your previous employment, starting with your present employer)** |
| Dates | Name and address of employer and nature of business | Job title and immediate reporting line | Final remuneration package (with details) |
| From: (MM/YY) | To: (MM/YY) |
|  |  |  |  |  |
| Nature of duties and responsibilities in brief including reason for leaving: |
| Dates | Name and address of employer and nature of business | Job title and immediate reporting line | Final remuneration package (with details) |
| From: (MM/YY) | To: (MM/YY) |
|  |  |  |  |  |
| Nature of duties and responsibilities in brief including reason for leaving: |
| Dates | Name and address of employer and nature of business | Job title and immediate reporting line | Final remuneration package (with details) |
| From: (MM/YY) | To: (MM/YY) |
|  |  |  |  |  |
| Nature of duties and responsibilities in brief including reason for leaving: |
| **Employment (Continued):** |
| Dates | Name and address of employer and nature of business | Job title and immediate reporting line | Final remuneration package (with details) |
| From: (MM/YY) | From: (MM/YY) |
|  |  |  |  |
| Nature of duties and responsibilities in brief including reason for leaving: |
| Dates | Name and address of employer and nature of business | Job title and immediate reporting line | Final remuneration package (with details) |
| From: (MM/YY) | From: (MM/YY) |
|  |  |  |  |
| Nature of duties and responsibilities in brief including reason for leaving: |

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| **General** |
| Salary Expectation: |
| Period of notice required: |
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| **Interests outside work** |
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| **Experience** |
| Please summarise the important aspects of your experience and achievements to date and say how this particularly suits you for this appointment. (Please use separate page if necessary) |

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| **Professional Qualifications** |
| Membership of professional organisations | Date admitted | Institution or institute and grade of membership |
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| **References: (May we approach any or all of your referees now? Yes/No)** |
|  | Current or most recent employer | Penultimate employer | Personal |
| NamePositionAddress and telephone no. |  |  |  |

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| **Declaration:**I certify that the information in this application is true. I understand that this information may be verified as part of my application and that any resulting contract of employment may be withdrawn on the grounds of its inaccuracy.Signature: Date:*Forms not completed fully may be rejected.* |