



Job application form

Please fill in this form in capital letters.

APPLICATION FOR:

PERSONAL DETAILS

Dr/Mr/Mrs/Miss/Other

Surname:

First name(s):

 Address

Post code:

 Telephone Day:

Telephone Evening:

Mobile:

 Email

 Own animals (please give details):

Do you consider yourself to have a disability?

YES

NO

Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process.

Do you need a work permit to work in the UK ? (Evidence of eligibility will be obtained at interview)

YES NO

When can you start work for us?
Please give period of notice & details of any booked holidays if applicable

Why do you want to work here?

How did you hear about this job?

EDUCATION

GENERAL EDUCATION (note 1)			
School	Subject	Qualifications	Level/Grade

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COLLEGE/UNIVERSITY	SUBJECT	QUALIFICATION OBTAINED

PROFESSIONAL QUALIFICATIONS (JOB RELATED)	

MEMBERSHIP OF PROFESSIONAL ORGANISATIONS			
Organisation	Level of Membership	By Examination Yes / No	CPD

PRESENT EMPLOYMENT (note 2)		
Name and Address of Employer	Job Title & Main Responsibilities	Pay and Scale
Date Started	Reason for wanting to leave	Period of Notice
Description of Duties:		

PREVIOUS EMPLOYMENT DURING THE LAST 10 YEARS (note 3)

Employer	Post held and Grade	Reason for Leaving	Dates From / To

Have you ever been dismissed or asked to resign from any previous employment:		YES	NO
If yes please provide the information requested below:			
Name, Address and of Previous Employer(s)	Date	Type of employment	Reason for dismissal/ request to resign
Have you ever been the subject of formal disciplinary action in any previous employment:		YES	NO
If yes please provide the information requested below:			
Name, Address and of Previous Employer(s)	Date	Type of employment	Details of formal disciplinary action

SUPPORTING STATEMENT (note 4)

Referring to note 4 in the guidance notes, please use this section to provide further information in support of your application. This needs to be related to the requirements of the job and should cover the following:

- The experience, skills, knowledge and personal skills which you consider make you suitable for the job.
- Your reasons for applying

(Attach additional Sheets if Necessary)

REFERENCES

Please give your Current or Previous Employer as No. 1 Reference (note 5)

REFERENCE NO.1	REFERENCE NO.2
Name	Name
Job Title	Job Title
Address	Address
Telephone:	Telephone:
Email:	Email:
Relationship	Relationship
I do not wish for this reference to be taken up prior to my interview.	I do not wish for this reference to be taken up prior to my interview.

ADDITIONAL INFORMATION

Do you hold a current full current driving licence?	YES	NO
Do you have a clean driving licence?	YES	NO
Do you have the use of a car	YES	NO

Conflict of interest

Do you have a pre-existing relationship with anyone associated with Cinnamon Trust.	YES	NO
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This may be a friendship, family relationship, romantic relationship, or other. (If yes, please provide information below)

Name:	Relationship with you:
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Their relationship with Cinnamon Trust
eg. staff member, person we support etc.

If there's anything else you'd like to share, please write it below:

DECLARATION

I hereby declare that to the best of my knowledge and belief all the information I have provided in this application form is true and correct. I understand that providing incorrect information or deliberately concealing any relevant information, may result in disqualification from the selection process, or any conditional job offer being withdrawn. If you are appointed, this may later lead to dismissal.

SIGNATURE

DATE

FOR OFFICE USE ONLY

Interview offered:

**If interview is not offered, please
record the reasons why:**

GUIDANCE NOTES WHICH SHOULD BE READ BEFORE COMPLETING THIS APPLICATION FORM:

1.GENERAL EDUCATION

Please give details of GCSE/GCE O' Levels, CSE Standard or equivalent and GCE 'A' Levels Standard or Equivalent.

2.PRESENT EMPLOYMENT

Applicants should give details of their salary range or wages. Please indicate whether full or part time hourly rate of pay – if currently unemployed please state.

3.PREVIOUS EMPLOYMENT

Please give the name of your previous employers over the last 10 years, with the most recent first, your position held, whether full or part time and dates of the employment. If you have been unemployed please give details of your last relevant experience.

School leavers and students should give details of any part time or holiday jobs undertaken. If you have been dismissed or asked to resign from previous employment please give details.

4.SUPPORTING STATEMENT

This section gives you the opportunity to explain why you are the best person for the job. You should relate your skills, knowledge and experience to the job description giving specific examples. Take into account any paid or unpaid work that you have done in the past or are doing now.

Don't forget to include any relevant voluntary or community work, leisure interests and any relevant non-work experience. Pay particular attention to address the person (about you) criteria as outlined in the advertisement.

5.REFERENCES & CONFLICT OF INTEREST

Please give the names and addresses of two referees, including occupation and telephone number if possible, who can be expected to provide relevant comments on your ability to carry out the post for which you have applied.

At least one should be your present or last employer (School or College) whose reference will be required before an offer of employment is made. If you do not wish your present employer to be contacted at this stage please place a cross in the box provided. Please also provide any information if there is likely to be any conflict of interest.

DATA PROTECTION

All information in this form will be treated as strictly confidential, when used for recruitment purposes. We will not use or disclose any information with any other organisation and we will only retain this application for as long as necessary, being a period of six months from the recruitment process.