

North East Lincs Womens Aid Job Application Form

Job Title: _____

**Full
Name:** _____

Address: _____

Post Code: _____

Email address; _____

Home Telephone: _____

Mobile/other: _____

Notes to applicants:

This form has been designed to give you the maximum opportunity to illustrate your suitability for the post for which you have applied. Short listing will be based on the information supplied by you so try to answer the questions as comprehensively as possible.

Please relate your experience and/or skills to the job description and person specification.

Please do not send curriculum vitae.

Please complete the form in black ink as it will need to be photocopied

Your current / most recent employment / voluntary work

Name of Employer / Organisation _____

Address: _____

Date employed: From _____

To _____

Job Title _____

Salary _____

Reasons for leaving / wanting to leave _____

Brief Description of Duties: _____

Education & Training

Beginning with secondary education, give details of all qualifications/certificates/diplomas gained.

Date to & from	School/College/University	Subject	Grade

Any Other Relevant Qualifications and Training. (Please give full details)

Previous Employment

Please give full details of any previous employment including gaps in employment

From	To	Name & address of Employer	Job Title & duties	Reason for Leaving

Additional Information

Please use the space below, to provide any further information you feel may be relevant to support your application - including your strengths and weaknesses.

(Please use *additional sheets if needed.*)

General Information

Do you hold a current driving licence?

Yes No

Have you had any driving convictions in the last 3 years?

Yes No

If YES, please give details.

Have you ever been refused vehicle insurance?

Yes No

If YES, please give details.

Do you have any disabilities that we should be aware of?

Yes No

If YES, please give details.

Have you ever had any recorded cautions or convictions?

Yes No

If YES, please give details.

References

Please give details of 2 referees, one of whom should be your present or last employer.

Name

Name

Occupation

Occupation

Relationship

Relationship

Address

Address

Tel.No.

Tel.No.

Are you related to any; member of the North East Lincs Womens Aid committee, staff, past resident, current resident?

Yes No

If YES, please give details.

If you were offered this position, when would you be able to start?

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

Grimsby Telegraph / Jobs Website / Facebook / Women's Aid Email / Friend or colleague

Other (please state)

Declaration

I declare that the information given in this application is true. I understand that any falsification will be judged as serious misconduct and may result in dismissal. I understand that an offer of employment will be subject to the receipt of satisfactory references and police checks

Signed: _____ Date: _____

Please return your signed and completed form to
PO Box 399, Grimsby, DN32 0WZ
before the specified deadline

All candidates will receive a letter after the short-listing process