

Tel. 024 76266280
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Email: info@valleyhouse.org.uk



APPLICATION FOR POST OF:
CLOSING DATE:
Please complete all sections and return to the email address above or postal address at the end of the application
Title: (e.g. Mr, Mrs, Miss, Ms)
First name:
Surname:
Address:.....
Post Code:
Tel No. (daytime) (evening)
Email:.....
If you consider that you have a disability, do you have any specific needs that we ought to be aware of, which will enable you to attend and/or participate in an interview (e.g. induction loop)?
Yes No If yes, please give details:
Do you require a permit to work? Yes No
Do you have a full driving license? Yes No Use of a vehicle? Yes No

REFERENCES

Please give name and addresses of two people who we may approach for reference. One of these must be your current / most recent employer.

1. Employer

Name:

Position:

Company name:

Address:

.....

Post code:

Email:

Tel:

2. Other

Name:

Position:

Company name:

Address:

.....

Post code:

Email:

Tel:

Can we contact your current/most recent employer immediately for references if you are shortlisted?

Yes

No

EDUCATION AND TRAINING HISTORY

(please continue on a separate sheet if necessary)

a) Secondary school attended:

Dates: from..... to.....

Qualifications achieved:

b) College/university attended:

Dates: from..... to:

Qualifications achieved:

c) Other relevant qualifications:

Where studied

Date

Qualification

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Please give details of other relevant training:

Employment History

Please give details of your present or most recent employment:

Name:

Address:

.....

Job Title:Salary: Date of employment:

From: To:

Reason for leaving:

How much notice do you need to give?

What would your earliest start date be?

Please give details of your main roles and responsibilities in your present or most recent employment:

Please give brief details of your previous employment (and/or home responsibilities, voluntary work and include periods of unemployment) since leaving full time education.

Continue on a separate sheet if necessary.

<u>Employer</u>	<u>Position Held</u> (include details of Duties)	<u>Dates and Reason for Leaving</u>

Please use this part of the application to relate to the section heading in the Person Specification.

Continue on a separate sheet if necessary.

KNOWLEDGE AND EXPERIENCE:

SKILLS AND ABILITIES

WORKING PRACTICES:

I confirm that the information provided is completed and correct to the best of my knowledge.

SIGNED:.....DATE:.....

PLEASE RETURN THE COMPLETED APPLICATION FORM TO:

Human Resources Department
Valley House
Navigation Centre
55-57 Bell Green road
Coventry
CV6 7GQ

Thank you for your interest in this position