

# APPLICATION FOR EMPLOYMENT

**TITLE OF JOB APPLIED FOR:**

**EMPLOYMENT:** Details of present or most recent employment. (Please give details of any other employment which, with the job applied for, would mean you would be working more than an average of 48 hours per week).

### Surname/Family Name:

### Forenames:

### Email address:

### Address:

**Daytime Telephone:**

**Evening Telephone:**

**Wage / Salary:**

**Grade:**

**From:**

**To:**

### Job Held:

### Employer and Address:

**Brief details of main duties / responsibilities:**

### Length of notice required, or date you could start:

**Employment History**:

Please give details of all previous jobs since leaving full-time education. Full details should be given for any period not accounted for by full-time employment, education and training (eg unemployment, voluntary work, raising a family, part-time work)

Enclose additional sheets as necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer** | **Job Held and Brief Duties** | **Reason for Leaving** | **From** | **To** |
|  |  |  |  |  |

**SKILLS / QUALIFICATIONS / TRAINING:** Please give details of any qualifications obtained and training courses undertaken which are relevant to the job, together with dates.

|  |  |  |
| --- | --- | --- |
| **Qualifications / Training**  **(show grades and institutions where obtained)** | **From** | **To** |
|  |  |  |

##### ADDITIONAL INFORMATION

**Please state why you think you are suitable for this job. Enclose additional sheets if necessary.**

**YOU SHOULD ENSURE THAT YOU ADDRESS THE POINTS COVERED IN THE JOB DESCRIPTION / PERSON SPECIFICATION.**

## SUITABILITY FOR THE JOB

Please give any dates when you are not available for interviews.

|  |  |
| --- | --- |
| Name: | Date: |

|  |  |
| --- | --- |
| **REFEREE (1)**  Present or most recent employer  Name:  Job Title:  Address:  Telephone: | **REFEREE (2)**  Employment\* / Personal Capacity\*  (delete\*)  Name:  Address:  Telephone: |

##### DECLARATION

**THE INFORMATION ON THIS FORM IS TRUE AND CORRECT AND MAY BE USED AS PART OF MY CONTRACT OF EMPLOYMENT.**

**I ACCEPT THAT ANY FALSE STATEMENT OR OMISSION MAY LEAD TO MY BEING DISMISSED IF APPOINTED TO THE POST.**

**THE ELECTRONIC SUBMISSION OF THIS FORM IS THE EQUIVALENT OF A SIGNED DECLARATION.**

**REFERENCES: Please give the names and addresses of two people to whom we may write for references. Referee (1) should be your present or most recent employer. Please state whether Referee (2) knows you in a personal or professional capacity.**

References are taken up for shortlisted candidates. If you do not wish a reference to be taken up at this stage, please state why.

**Football Unites, Racism Divides Educational Trust reserves the right to contact any previous employer.**