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| **Position Applied for:** |  |

**Section 1: Personal Details**

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| **Surname:** |  |
| **Forename(s):** |  |
| **Address:** |  |
| **Daytime Telephone Number:** |  |
| **Mobile Telephone Number:** |  |
| **Email Address:** |  |
| **National Insurance Number:** |  |

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| **Do you hold a full driving licence?** Yes / No  **Do you have any endorsements or penalty points?** Yes / No  **If Yes, please give details:** |

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| **Do you require a work permit to work in the UK?** Yes / No |

**Section 2: Education and Training**

**Secondary and Further/Higher Education**Please list your education and qualifications in chronological order starting with the most recent.

|  |  |  |  |
| --- | --- | --- | --- |
| **Full name and address of school/college/university** | **Dates attended** | | **Qualifications gained (subjects and grades)** |
| **From** | **To** |
|  |  |  |  |
|  |  |  |  |
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*Please continue on an additional sheet if required.*

**Other Relevant Training**Please list any courses you have completed and/or any professional development in which you have been involved in the past 3 years which you consider relevant to this post.

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**Section 3: Employment History**

Please list your employment history starting with your most recent or current employer.

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| --- | --- | --- | --- | --- |
| **Dates** | | **Position held and brief description of duties and responsibilities** | **Employer’s name and address** | **Reason for Leaving** |
| **From** | **To** |
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If there are any periods of time that have not been accounted for in your application, please give details of them here with dates. Please ensure that there are no gaps in the history of your education, employment, and other experience.

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**Section 4: Supporting Statement**

Please provide a written statement of no more than 1,500 words detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification applicable to the post. **Please do not attach a CV.**

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*Please continue on an additional sheet if required.*

**Section 5: Referees**

Please give details of two referees one of whom should be your current or most recent employer. References may be taken up prior to interview unless you ask us not to.

|  |  |
| --- | --- |
| **Name:** |  |
| **Relationship to you:** |  |
| **Address:** |  |
| **Telephone Number:** |  |
| **Email Address:** |  |
| Please check box if reference may not be taken before interview | |

|  |  |
| --- | --- |
| **Name:** |  |
| **Relationship to you:** |  |
| **Address:** |  |
| **Telephone Number:** |  |
| **Email Address:** |  |
| Please check box if reference may not be taken before interview | |

**Section 6: Declaration**

I confirm that the information provided in this application is both truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK, satisfactory references, and any DBS requirements of the post. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.

|  |  |
| --- | --- |
| **Signature:** |  |
| **Date:** |  |

**Section 7: Application Checklist**

Please return this completed application form and supporting documentation to [manager@theorrelltrust.co.uk](mailto:manager@theorrelltrust.co.uk)

Or by post to:

Matt Jeziorski  
The Orrell Trust  
St John & St James Church and Community Centre  
71 Bailey Drive  
Bootle L20 6EX

Please ensure you have included the following with your application:

* Completed application form and any additional sheets.
* Self-declaration form for a position requiring an enhanced Disclosure.
* Equal Opportunities monitoring form.