

Action Homeless

Improving the lives of homeless people

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APPLICATION FORM

Please complete in black ink and submit to above address

CONFIDENTIAL

Application for the post of: _____

1. PERSONAL DETAILS

Family Name _____

First Names _____

Address _____

Postcode _____

Telephone

Home _____

Work _____

Mobile _____

Date of Birth _____ / _____ / _____

National

Insurance Number _____

Can we contact you at work?

Yes

No

No

No

Do you need a work permit before you can be employed in this country?

Yes

No

No

No

Do you hold a current UK Driving Licence?

Yes

No

No

No

Do you hold a current CRB Disclosure?

Yes

No

No

No

Are you related to any present member of the Action Homeless Board of Trustees or staff?

Yes

No

No

No

If yes, please give name(s)

Do you have any unspent criminal convictions?

Yes

No

No

No

If yes, please give details

Please give dates of any period of sickness of 5 days or more which have meant absence from work within the last 5 years

If selected, when could you take up the post?

2. EDUCATION AND RELEVANT TRAINING

(Please state your highest level of education and/or relevant training)

Date	School/College/University/ Training Provider	Qualification or Relevant Training

3. PRESENT EMPLOYMENT (OR LAST EMPLOYER)

Company _____

Address _____

Postcode _____

Telephone _____

Position
Held _____

Description of Duties

Length of Service _____

Salary _____

Reason for this application or reason for leaving

4. Supporting Statement

Please tell us how your abilities, skills and experience would enable you to carry out the post, giving examples of how you meet to the person specification.

.....Continue on a separate sheet

5. PREVIOUS EMPLOYMENT *(most recent first)*
 Please list here your employment record, including any relevant voluntary work you may have undertaken

Company	Position	From	To	Duties	Reason for Leaving

.....Continue on a separate sheet

6. Hobbies and Interests
 Please tell us about any hobbies and/or interests you may have

7. References
 Where possible, at least one referee should be your last employer. References will not be taken up unless you are shortlisted and you have completed the interview stage.

Referee 1

Referee 2

Name _____
 Position _____
 Company _____
 Address _____

 Postcode _____
 Telephone _____
 Relationship _____

Name _____
 Position _____
 Company _____
 Address _____

 Postcode _____
 Telephone _____
 Relationship _____

8. I verify that the information given in this application is correct.

Signature _____ Date _____

Please return your completed application to the address on the front of this form in an enveloped marked **CONFIDENTIAL**.