

**Job Application Form**

**Please complete all sections fully, and do not put ‘refer to CV’**

1. **Vacancy Details:**

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| --- |
| Job Title: |

1. **Personal Details**

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| --- |
| Surname: |
| First Name: |
| Address: |
| Postcode: |
| Telephone No: |
| E-mail Address: |

1. **Present and Most Recent Employment**

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| --- |
| Job Title: |
| Date Started: |
| Leaving Date (if applicable): |
| Employer’s Name: |
| Main Duties & Responsibilities: |
| Reason for Leaving (if applicable): |
| Notice Required:  |

1. **Previous Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer | Job Title & Main Responsibility | Dates | Reason for Leaving |

1. **Volunteering & Work Experience if relevant**

|  |  |  |
| --- | --- | --- |
| Organisation | Position & Responsibilities | Dates  |

1. **Education, Qualifications, Training**

|  |  |  |
| --- | --- | --- |
| Name of Learning Establishment (eg school, college, training provider) | Dates | Qualifications obtained including level and grade |

1. **Annual Leave**

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| --- |
| Do you have any annual leave currently booked: Yes / NoIf yes, please give dates: |

1. **Supporting Statement**

Please use this section to provide further information in support of your application. Please include

* Experience, skills, knowledge and personal qualities you consider make you suitable for the job
* Your reasons for applying

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| *Supporting Statement continued**Please attach an extra page if required* |

1. **References**

Please name two referees, including your present or most recent employer, who can comment on your skills and abilities in relation to the job which you have applied for. We will only ask for references if your application has been successful.

|  |  |
| --- | --- |
| Name:Job Title:Address:Postcode:Telephone No:Email Address: | Name:Job Title:Address:Postcode:Telephone No:Email Address: |

Please return your completed application form to Jez Chalmers, St Paul’s Centre, Hightown, Crewe, CW1 3BY

or by email to jez.chalmers@stpaulscentre.org.uk