

APPLICATION FORM

Greenwich Centre Business Park Unit 6 53 Norman Road London SE10 9QF

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| *GUIDELINES* *Some of the questions on this page are related to monitoring our Equal Opportunities Policy.* ***This page and its continuation sheet are removed before shortlisting.*** | **Post Applied for:**  **How did you find out about this Post?**  **Surname:**  **Other names:**  **Address:**  **What is your age?**  15-24 □  25-44 □  45-64 □  65+ □  **Telephone no: (home)**  **(work)**  **Email Address**  **What do you identify as your Gender?**  Male □  Female □  Other, please specify …………….    **Ethnic Origin** *(please tick as appropriate):* White White British ( )  Irish ( )  Any other (please specify) ………………………...  Mixed White & Black Caribbean ( ) White & Black African ( )  White & Asian ( )  Any other (please specify) ………………………...  Black or Black British Black Caribbean ( ) Black African ( )  Black other ( )  Any other (please specify) ………………………...  Asian or Asian British  Indian ( )  Pakistani ( )  Bangladeshi ( )  Any other (please specify) ………………………...  Chinese or other Ethnic Groups  Chinese ( )  Any other (please specify) ………………………... |

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|  | **Do you have a disability?** Yes No  Please state the nature of your disability if you consider it relevant.:  …………………………………………………….  Please state special facilities/equipment you may need to enable you to:   1. attend interview 2. and participate in meetings   ……………………………………………………  ……………………………………………………  ……………………………………………………  …………………………………………………… **Current situation:** Unemployed Volunteer  Employed  Trainee |

**This sheet and the previous one will be removed before shortlisting**

*Guidance for completion of Sections 1* -

Sections 1 - provide the information on which we decide whether or not to invite you to interview. It is therefore important that you complete all sections fully. You should read the accompanying Job Descriptions and Person Specifications and consider carefully whether you experience matches what we are looking for. It is strongly recommended that you read the guidelines.

**Please note that CV 's are not acceptable.**

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|  | 1) EDUCATION AND TRAINING | | |
| **Guidelines**: Education and Training  *Please tell us about your education & qualifications which you feel are most relevant to the post (please abbreviate or group together if you lack space).* | **Subject** | **Level /Qualification** | **Date Gained** |
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|  | TRAINING / PERSONAL DEVELOPMENT | | |
| *Please list any training or personal development you have received or undertaken or courses which did* ***not*** *lead to a qualification but which you feel are relevant to the post* | **Dates** | **Institution** | **Course of Study** |
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|  | 2 )Current Experience | | |
| **Guidelines**: Current experience  *A) You should include details of your current or your most recent employer. It will be sufficient to detail the main duties and responsibilities of your post*  B) *This section should tell us about anything you are currently doing, other than paid employment. We have given a number of examples but there may be others.*  *Much of what you do now may be relevant to the advertising post, even if it is not paid employment. Please ensure that you tell us about it.* | A) Name and address of employer  Position held: Dates employed:  Brief outline of duties and responsibilities:  B) If you are **not** currently in paid employment, please use the section below to tell us what you are presently doing. For example, you may be in voluntary employment or studying or unemployed or working in the home, etc.  **If you were offered this position, how soon would you be available to start?** | | |

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| GUIDELINES:Previous Experience *Shortlisting is based on the skills and experience you show.*  *This section should be used to tell us about relevant previous experience whether employed, voluntary work, study etc*  *Please start with the most recent work experience.*  *Include dates, job title, name and address of organisation.*  *Briefly describe the main duties and responsibilities of your work.*  *Please include any community activities or voluntary work you have been involved in which may be relevant.*  ***Continue on a separate sheet if necessary.***  ***Guidelines****: References*  *References will only be requested when an offer of employment is made.*  *All appointments are offered subject to receipt of satisfactory references.* | **3) PREVIOUS EXPERIENCE (PAID OR VOLUNTARY)**  **4) REFERENCES**  Please supply details of two referees. These should not include relatives or purely personal friends.  If you are in current employment, one reference must be from your current employer.  FIRST REFERENCE  Name:  Address:  Tel:  Occupation:  SECOND REFERENCE  Name  Address:  Tel  Occupation: |

4) Experience and Skills

**This section is for you to give specific information in support of your application**

The JOB DESCRIPTION contains information on the job content. The PERSON SPECIFICATION is a list of criteria that will enable recruiters to shortlist for interview those who demonstrate high levels of skills and experience in each of the different criteria.

After reading the Job Description and Person Specification carefully, consider to what extent you have gained the skills and experience necessary for the post.

Tell us about all the relevant experience you have gained and provide experience of your skills and abilities in relation to the criteria given in the Person Specification. **To make sure that you cover every area you may find it useful to refer to corresponding numbers in Person Specification and illustrate with examples.**

It is not sufficient merely to duplicate what the Person Specification states. **Please give examples**

Please remember that you can illustrate your skills by referring to experience gained outside the UK and/or in voluntary work.

If you need more space please use a separate piece of paper.

I certify that the information given on this form is correct to the best of my knowledge. I consent to Greenwich CDA checking any information provided in this application. I understand that the provision of false information in an application form may be grounds for disqualification or, if appointed, dismissal.

Signed

Dated