



APPLICATION FOR EMPLOYMENT

Please refer to the enclosed guidance notes to help you complete the form. Please type or write clearly in black ink and complete every section. Send it, together with any enclosures and the Equal Opportunities Monitoring form to: info@sheffieldflourish.co.uk

Please note that all personal details and the equal opportunities monitoring form will be separated from the rest of the application before short listing.

Job title:			
Application closing date:		Interview date:	

PERSONAL DETAILS

Title:	Mr/Mrs/Miss/Ms/Other
Surname:	
First name(s):	
Home address:	
Postcode:	
Mobile telephone number:	
E-mail address:	
National Insurance Number:	

Where did you see this post advertised?	
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EDUCATION AND TRAINING

(Please give your most recent educational experience first)

School/College/University	From	To	Course title/Subject	Results

OTHER TRAINING

(Relevant to the post which you are applying for)

Courses attended	From	To	Details of courses

PRESENT OR MOST RECENT EMPLOYMENT

Name and address of employer:			
Post title:			
Current salary:			
Date appointed:			Date left (if appropriate):
Reason for leaving:			
Notice required:			
Brief description of duties and responsibilities:			

EMPLOYMENT HISTORY

Please start with your most recent employment and include any full time or part time work.

Date started	Date left	Employers name and address	Job title / position held	Reason for leaving

YOUR SKILLS AND EXPERIENCE

Please give details of how, in your opinion, your training, experience, knowledge and interests make you a suitable applicant for this post. In particular relate this to the person specification within the Job Description. Include relevant aspects of your non-paid work experience, voluntary activities or time spent in caring responsibilities at home. The selectors will shortlist by comparing your application with the person specification.

Maximum 1000 words (If sufficient space is not provided, one separate sheet of information may be attached to your application form).

REFERENCES

Please give the details of two people who will act as your referees. Where applicable, at least one of these **MUST** be from your present or latest employer. **Please ensure that you have notified your referees that you have named them on your application form.**

CURRENT OR LATEST EMPLOYER Referee 1 Name: Job title (if applicable): Address:	Referee 2 Name: Job title (if applicable): Address:
Relationship to referee:	Relationship to referee:

E-mail address:	E-mail address:
Telephone number:	Telephone number:
May we contact this referee without authority from you? Yes / No	May we contact this referee without authority from you? Yes / No

CONFIRMATION

The successful candidate will be expected to sign the following declaration upon appointment: I understand that if I am offered a post the information submitted in this application will form the basis of my contract of employment with Sheffield Flourish and that if it is subsequently discovered that I have wilfully given false information, or withheld information, I will be liable to immediate dismissal. Please note that successful applicants will be asked to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS). However, each application will be considered on his/her merits and having a criminal record will not necessarily bar you from working for Sheffield Flourish. This will depend on the nature of the position and the circumstances and background of your offence(s). However, it is against the law for Sheffield Flourish to employ someone, or allow them to volunteer, in regulated activities if they are on the DBS Barred List. Signature of applicant: _____ Date: _____
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