

Application for Employment

CONFIDENTIAL



The * symbol indicates fields that must be completed.

Post details			
Post applied for	*	Reference No.	*

Personal details	
Title (Mr, Mrs, etc.)	* First Name *
Middle name (s)	
Surname (family name)	*
Name known as	
All previous surnames	
National Insurance number	

Address details	
Address line 1	*
Address line 2	
Town	*
County	Postcode *
Home phone	Area code number
Work phone	Area code number
Mobile phone	
Email address	

Current job (or training)	
Current job (or course details if currently a student)	
Employer's name and address (or school/ college/ university)	
Current salary	
Date started (month/ year)	Notice period required
Previous employment	

Please give details of all **other jobs** you have held, including part-time and voluntary work, starting with the most recent. If you need to add further jobs, please put these in the *Relevant Skills and Experience* section. Please give a brief explanation for any gaps in employment in the *Relevant Skills and Experience* section.

Job title	Employer's name	Date started (month/ year)	Date left (month/ year)	Reason for leaving

Qualifications

Please list any qualifications you have gained or are undertaking (eg GCSEs, NVQs, A-levels, degree). If you are shortlisted for interview you will be required to produce original certificates (or other documentary proof of qualifications) where these are specified as a requirement of the post. If you need to add further qualifications, please put these in the *Relevant Skills and Experience* section.

Name of qualification	Subjects and grades	School/ College/ University attended

Name of professional body	Level of membership

Training

Please list any training you have undertaken which is relevant to the post for which you are applying. If

you need to add further items, please put these in the *Relevant Skills and Experience* section.

Name of course	Date completed (month/ year)

Driving Licence

Do you hold a full valid driving licence? *Yes No

Job sharing

In general, all full-time posts can be job shared and applicants will be considered on the same basis as those wishing to work full-time. (Not applicable to part time posts)

Do you want to job share? *Yes No

Other details

Please give details below of the number of periods of sickness absence from work you have had in the last two years (your referees will be asked to verify this information if you reach the final stages of the recruitment process).

Do you need a work permit to take up this post? *Yes No

If you answered "Yes" to the question above, please provide details

When would you be available to start work?

Where did you learn about this vacancy?

Relevant skills and experience

Please give details of any experience and skills that you feel are relevant to the post and particularly to the **selection criteria** listed for the post.

Describe your duties in your present job if appropriate, and details of experience and skills gained in previous jobs and any other areas such as temporary work, voluntary work, studies or spare-time activities. Please be specific and give examples wherever possible – these can be drawn from any aspect of your life.

The information you give will be used in the shortlisting process.

Please attach any further pages if necessary ensuring they are numbered.

Please use this text field to describe your relevant skills and experience...

References		
Referees must not be related to you and must include your present or most recent employer (or head teacher if you are a school leaver).		
Referees:	Referee 1	Referee 2
Title	*	*
First name	*	*
Surname (family name)	*	*
Position or relationship to you		
Address	*	*
Postcode		
Telephone (inc. area code)		
Email address		
If you are shortlisted may we contact this referee before your interview?	* Yes No <input type="checkbox"/>	* Yes No <input type="checkbox"/>

Declaration	
<p>If you are filling this form in on-line you cannot sign this form on screen. By submitting this form as an email attachment you undertake that the information you have provided is true and accurate to the best of your knowledge. You may be required to sign your application at a later stage of the selection process.</p> <p>The information I have given on this form is true and accurate to the best of my knowledge.</p>	
Signed	Date

Please return the completed form to

Amy Frith
 Club and Coach Support Officer
 England Athletics
 Wellington House
 Startley Way
 Birmingham International Park
 Solihull
 B37 7HE

Email to : afrih@englandathletics.org