



CONFIDENTIAL - JOB APPLICATION FORM

INCOMPLETE APPLICATION FORMS WILL NOT BE CONSIDERED

CVs WILL NOT BE ACCEPTED

Application for the post of: _____

All questions must be completed in full. Additional information can be included on a continuation sheet if necessary.

PERSONAL DETAILS

Mr/Mrs/Miss/Ms (please circle)

Surname: _____

First name: _____

Address:

Postcode: _____

Is this your permanent address? Yes No

Are you a UK Citizen? Yes No

Are you eligible to work in the UK? Yes No

Tel No.:

Mobile No.:

E-mail:

Where did you see this post advertised?

If appointed, when could you start?

1. Work experience – Please include organisations, job titles, short summary of main duties, including relevant examples of level of responsibility, salary and other information relevant to this post

Dates from - to	Last or present employer (incl. name, address, tel., contact name)	Job title and duties	Leaving date and reason

Amount of notice required to terminate present employment: _____

All engagements are made on the basis of up to a 3-month probationary period (or as specified)

2. Education – Please give details of your education history with details of qualifications gained and courses attended

Dates from - to	Institution attended e.g. school/college	Part-time / Full-time	Qualification(s) gained

Please detail below any non-qualification courses you have attended:

3. Personal Statement – Please attach a statement showing how your experience, qualifications and personal qualities will enable you to meet the requirements of the post and make a difference in our communities. Please limit your statement to one side of A4.

REFEREES

Please supply name, address and contact telephone numbers of two referees – one of which should be your present or previous employer. It is Foundation policy not to contact referees before interview.

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HEALTH DETAILS

How many times have you been absent from work and why within the last twelve months?

From – To	Reason

Please list any diseases, allergies physical disability or medical condition you have suffered or do suffer from

Have you suffered from any serious illness or undergone an operation in the last 2 years. If so, please give details.

PERSONAL INFORMATION

Hobbies and outside interests

Have you been convicted of a criminal offence (which is not a spent conviction within the meaning of the Rehabilitation of Offenders Act 1974)?

Yes No

Have you ever had any convictions or cautions for criminal offences, other than those considered spent under the Rehabilitation of Offenders Act?

Yes No

If YES, please attach details

Do you hold a current driving licence?

Yes No

Any endorsements?

Yes No

Are you a car owner?

Yes No

In order to meet our commitment to equal opportunities, please indicate below any access requirements you may have at the interview stage e.g. loop system

(Please note your answer will not be considered during the selection process)

I confirm that to the best of my knowledge, the information on this form is true and correct

Signed Date

**Please return this form to:
Nottinghamshire Community Foundation, Pine House B, Ransom Wood Business Park,
Mansfield, Nottinghamshire, NG21 0HJ**