



APPLICATION FOR EMPLOYMENT

- Please type (minimum 12 font size) or write in black, as this form will be photocopied.
- You may use no more than two extra sides of A4 paper to deal with the question on page 5.
- Do not enclose any other additional information at this stage.
- Please return the completed form by e-mail to info@trustdevcom.org.uk or post to the address above.

APPLICATION FOR THE POST OF: PROJECTS MANAGER

WHERE DID YOU SEE THE JOB ADVERTISED?:

REF:

Please note that the closing date for applications is: TUES 25th NOVEMBER - 12 NOON

1. **Surname**

2. **First names**

3. **Address**

.....

.....

Postcode

4. **Home telephone number / mobile**

5. **Work telephone number**

6. **Email**

7. **Date of birth**

EDUCATION

From	To	School, College, University	Exams Passed	Year

PRESENT OR MOST RECENT EMPLOYMENT

<p>Name and Address of Employer</p>	Position held:
	Full-time / Part-time:
	Salary:
	Date of appointment:
	Date of leaving:
	Notice required:

PLEASE DESCRIBE YOUR PRESENT OR MOST RECENT JOB
 (responsibilities and duties, etc)

WHY DO YOU WISH TO LEAVE YOUR PRESENT JOB?

PREVIOUS EMPLOYMENT (starting with the most recent)

From	To	Position	Employer

PLEASE DESCRIBE YOUR PREVIOUS JOBS

DETAILS OF SPECIFIC TRAINING (including relevant short courses and conferences not mentioned in Education Section)

From	To	Course attended	Organiser

PLEASE USE THIS SPACE TO TELL US WHY YOU WANT THIS JOB AND WHY YOU CONSIDER YOU ARE A SUITABLE APPLICANT. BEAR IN MIND THE JOB DESCRIPTION / PERSON SPECIFICATION AND HOW YOUR SKILLS AND EXPERIENCE MATCH THE REQUIREMENTS.

REFERENCES

Please provide two referees, one of whom should be your present employer (if you are currently employed) or your most recent employer.

1. Name and Position

Address

.....

Postcode

E-mail address

Telephone number

Capacity in which you know her / him

2. Name and Position

Address

.....

Postcode

E-mail

Telephone number

Capacity in which you know her / him

A report from your present or most recent employer will be required. We shall not approach them with out your permission.

May we approach them now? **YES / NO**

WHEN COULD YOU TAKE UP EMPLOYMENT?

DECLARATION

I declare that to the best of my knowledge the information given in this application is correct and can be treated as part of any subsequent contract of employment.

Signature **Date**.....