

13 Elliott’s Place, London N1 8HX

Confidential Job Application Form

***NOTES***

1. ***You are strongly advised to read all enclosures before completing the application form. The information you provide will be the only material used in deciding if you should be interviewed***
2. ***Curriculum vitae are not acceptable.***
3. ***Applications received after the closing date will not be considered.***
4. ***Completed applications should be emailed to*** ***kegan@helponyourdoorstep.com***

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| **JOB DETAILS** |
| Job Title: | Closing Date:  |
| How did you hear about this vacancy? |

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| **PERSONAL DETAILS**  |
| Surname | First Name(s) | Mr/Mrs/Miss/Ms |
| Address |
| ShapePost Code |
|  |
| Home Telephone No: | Work Telephone No: |
| Mobile Telephone No: | Email Address: |
| Date Available for Employment: |
| Do you require a work permit to take up employment in the UK? [ ] Yes [ ] No**If you are successful you will be required to provide evidence prior to your appointment.** |

***Continued overleaf***

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| **EDUCATION (FROM AGE 11) AND FURTHER EDUCATION** ***(You may continue on a separate sheet if necessary)*** |
| Name of school, College, University etc | From | To | Qualifications and levels obtained |
|  |  |  |  |

***Continued overleaf***

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| **ADDITIONAL QUALIFICATIONS AND WORK-RELATED TRAINING** (including membership of professional bodies) ***(You may continue on a separate sheet if necessary)*** |
| Course Title | Subjects Covered | Dates | Qualifications and levels obtained |
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***Continued overleaf***

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| **EMPLOYMENT HISTORY *(You may continue on a separate sheet if necessary)***Please give full details of your previous employment, starting with the most recent. Please also explain any gaps in employment. |
| Period of Employment | Employer Name & Address | Job Title & Description of Responsibilities & Duties | Salary Per Annum | Reason for Leaving |
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***Continued overleaf***

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| **PERSONAL STATEMENT** **Please provide a statement in support of your application. You must respond to all points in the person specification in your personal statement.** **.** ***(You may continue this section on a separate sheet, )*** |
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| **REFERENCES** |
| Please give two referees, one from your present (or last) employer the other from a previous employer. They will not be contacted without your permission. (School/College leavers – if you are unable to give an employer, please give the name and address of two people who are able to supply a character reference – not relatives) |
| Name | Name |
| Position Held | Position Held |
| Company/Organisation | Company/Organisation |
| Address | Address |
| Telephone & Email  | Telephone & Email  |
| How long have you known this person and in what capacity? | How long have you known this person and in what capacity? |
| Text BoxText BoxText BoxText BoxMay we contact him/her prior to the interview?Yes No  | May we contact him/her prior to the interview?Yes No  |

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| **APPLICANT’S STATEMENT** |
| **I confirm that the above information is correct and understand that any false details given may result in my dismissal.****Signature** **…………………………………………….** **Date** **……………………………** |