## Application for employment

If you require a paper version of this form, please contact us. All information supplied will be treated confidentially and at all times your information will be treated in accordance with our non-contractual Privacy Notice found on our website [www.meningitis.org/jobs](http://www.meningitis.org/jobs) which may be varied from time to time.

|  |  |
| --- | --- |
| Position applied for | Position |
| Full name | First Middle Last |
| Address (including postcode) | Address 1Address 2CityPOST CODE |
| Mobile number |       |
| Other telephone |       |
| Email address | @ |
| Would you be available for interview on planned dates?  | Yes/NoComment if necessary |
| When would you be free to take up a new appointment? |       |
| Where did you learn of this post? | Our website[ ]  Job Website[ ]  Please specify      Newspaper[ ]  Please specify      Other       |
| I declare that the information provided in this application is to the best of my knowledge correct and, if appointed, will form part of my contract of employment. |
| Signed | Please type your name here or print and sign |
| Date | Click here to enter a date. |
| For office use |
| Date received |  |
| Candidate no |  |
|  |  |

|  |
| --- |
| ReferencesPlease give names and addresses for two referees.We will contact your referees only if you are appointed and then only after an official offer of employment has been issued. |
| Referee 1 (manager at present or last employer) |
| Full name |       |
| Position |       |
| Organisation |       |
| Address |       |
| Telephone number |       |
| Email address | @ |
| Referee 2 (can be a previous employer or character reference, must be different to above) |
| Relationship to referee |       |
| Full name |       |
| Position |       |
| Organisation |       |
| Address |       |
| Telephone number |       |
| Email address | @ |
| Present employment(If not currently in employment, details of last position) |
| Employer name  |       |
| Address |       |
| Start date |       |
| End date |       |
| Job title |       |
|       |  |
| Please provide a description of the role, your responsibilities, and achievements, and give your reasons for seeking new employment. |
|       |
| Employment historyPlease give brief details of your previous employment (most recent first). |
| Employer 2 name |       |
| Address |       |
| Start date |       |
| End date |       |
| Reason for leaving |       |
| Job title |       |
| Please provide a brief description of the business, your job title and your role. |
|       |
| Employer 3 name |       |
| Address |       |
| Start date |       |
| End date |       |
| Reason for leaving |       |
| Job title |       |
| Please provide a brief description of the business, your job title and your role. |
|       |
| Employer 4 name |       |
| Address |       |
| Start date |       |
| End date |       |
| Reason for leaving |       |
| Job title |       |
| Please provide a brief description of the business, your job title and your role. |
|       |
| Please provide further brief details of any other previous work below, including any voluntary positions you feel are relevant. |
|       |
| Education and qualificationsPlease give details of your education and qualifications (most recent first). |
| School/institution name | Examinations passed/qualifications obtained |
| 1 |       |
| 2 |       |
| 3 |       |
| 4 |       |
| Please give details of any other qualifications obtained, courses attended, or membership of relevant bodies you feel are relevant below. |
|       |
|  |
| Computer literacy |
| Microsoft Word  | Microsoft Excel  |
| Microsoft Outlook  | Database Package  |
| Please add any other relevant details about you IT or computer experience below.      |
| Additional information |
| Please tell us why you are suitable for this role, relating your skills, knowledge and experience to the duties of the post as fully as possible [please continue on a separate sheet or extend this box, if necessary]  |
|       |
| Do you have a current driving licence? | Yes/No |
| Does it contain any endorsements? | Yes/No |
| If yes to above please give details |       |
| Do you have unrestricted use of a car? | Yes/No |
| Are you happy on occasions using your car on charity business? | Yes/No |
| Do you have any criminal convictions (other than those spent under the rehabilitation of offenders act) Yes/No |
| If yes to the above, please give details       |
| Have you been subject to any disciplinary procedures or safeguarding concerns in your current or any previous employment? Yes/No |
| If yes to the above, please give details       |
| For foreign nationals [please note that we are unable to accept applications for this post from candidates who do not already have the right to work in the UK]Do you require a work permit? Yes/NoIf no, do you have permission to live and work in the UK? Yes/NoIf yes give details       |