

# APPLICATION FOR EMPLOYMENT

Applications should be submitted using this form, and **all sections must be completed**. If you wish, you may attach a copy of your CV to support your application. Please return your completed form to:

The Director, info@yorkglazierstrust.org.

## PERSONAL DETAILS

|  |
| --- |
| Surname First Name **Title: MRS/MISS/MS/MR/DR** |

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| --- |
| **Home Address / Address for Correspondence**  **Post Code**  **Home Telephone Mobile Telephone**  **Email address**  **Driving licence: YES / NO** |

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| **Do you have any criminal convictions? Yes/No**  ***(if yes, please detail them below)*** |

CAREER AND WORK EXPERIENCE

### CURRENT / MOST RECENT EMPLOYER

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| **Company Name and Address:**  **Line Manager:**  **Email Address: Telephone:**  **Type of organisation:**  **Reason for leaving:**  **Position you held: Salary:**  **Notice required or the date on which you left:**  **Brief description of main responsibilities, skills, experience:** |

### PREVIOUS EMPLOYMENT

Please use a separate sheet if necessary, and explain any gaps in your job history.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Employer name and address** | **Position held** | **Salary** | **Reason for leaving** |
|  |  |  |  |  |  |

## EDUCATION AND TRAINING

**HIGHER AND FURTHER EDUCATION**

Please give details of all relevant educational qualifications you have obtained:

|  |  |
| --- | --- |
| **Institution** | **Degree(s)/Qualifications awarded, with grades/classifications** |
|  |  |

**OTHER PROFESSIONAL COURSES AND TRAINING**

|  |  |
| --- | --- |
| **Training institution** | **Course details** |
|  |  |

**OTHER RELEVANT WORK EXPERIENCE / VOLUNTARY WORK**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Organisation** | **Brief summary of work undertaken** |
|  |  |  |  |

**ADDITIONAL INFORMATION INCLUDING MEMBERSHIP OF ANY RELEVANT PROFESSIONAL BODIES:**

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| **Are you a British Citizen YES / NO**  **If No, what documentation can you provide that can prove your eligibility to work in the UK?:**  **If you hold a Work Permit or Visa:**  **What type is it?**  **Start date:**  **Expiry date:**  **List any restrictions applied:** |

**REFERENCES**

If you are successful at interview, we may wish to take up references. Please provide details of one other person (not a relative) who may be approached. If this is your first job since leaving education, you should give your tutor as one of your references.

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| --- |
| **Name and address:**  **Email Address:**  **Capacity in which you are known to them:** |
| **Request my permission before applying for references YES/NO** |
| **Please use this space to outline your suitability for this post and your reasons for applying. Include the particular abilities and experience you would bring to the job, and explain how you gained them. You may refer to interests or relevant experience outside work.** |

|  |
| --- |
| **Have you applied to the YGT for any other position previously? YES / NO**  **If Yes, please give details:** |

I consent to the York Glaziers Trust processing and storing the data supplied in this application form for the purposes of recruitment, selection and payment of salaries. I certify that to the best of my knowledge all the information I have given is correct. I understand that deliberately giving false, misleading or incomplete answers would disqualify me from consideration or, in the event of my appointment, make me liable to dismissal without notice.

Signed ……………………………………………………………. Date …………………