**Application Form**

**TITLE OF JOB ROLE YOU ARE APPLYING FOR:**

**PERSONAL DETAILS**

Surname:

First name:

Initials:

Address:

Home Telephone:

Mobile:

Email:

**WORK HISTORY:** Please list your previous jobs, paid or voluntary, starting with your current/last employer. Continue on a separate sheet if necessary.

Job title:

Employer’s name:

Address:

Postcode:

Brief outline of duties:

Date started:

Date left:

Reason for leaving:

Job title:

Employer’s name:

Address:

Postcode:

Brief outline of duties:

Date started:

Date left:

Reason for leaving:

Job title:

Employer’s name:

Address:

Postcode:

Brief outline of duties:

Date started:

Date left:

Reason for leaving:

**BREAKS IN EMPLOYMENT HISTORY:** Any gaps in employment history must be detailed below; this should include voluntary work, unemployment, domestic reasons etc

Date from:

Date to:

Reason for break:

Date from:

Date to:

Reason for break:

Date from:

Date to:

Reason for break:

**EDUCATIONAL QUALIFICATIONS:** Please give details of secondary, further and higher education qualifications achieved. Start with the most recent. Continue on a separate sheet if necessary.

Dates from/to:

Institute details:

Subject/s:

Grade obtained:

Dates from/to:

Institute details:

Subject/s:

Grade obtained:

Dates from/to:

Institute details:

Subject/s:

Grade obtained:

**TRAINING:** Please list below relevant job-related training you have undertaken, and/or professional qualifications achieved. Continue on a separate sheet if necessary.

Date:

Course title:

Qualification achieved:

Date:

Course title:

Qualification achieved:

Date:

Course title:

Qualification achieved:

**FURTHER DETAILS:** Please give any information which you think will help us to consider your application, including relevant experience (voluntary or work), skills, abilities and any specialist knowledge you have. You should try to relate your information to the job description and person specification for the post you are applying for.

**DISCIPLINARY MATTERS**

Have you been subject to any disciplinary investigation or action including suspension from duty during your periods of employment with any employer? Both spent and unspent matters need to be disclosed.

**Yes / No**

If yes please provide details below of action taken including dates and pending matters.

**HOW MANY DAYS’ SICK HAVE YOU HAD IN THE LAST 12 MONTHS?**

**DO YOU HAVE ANY OUTSTANDING CRIMINAL CONVICTIONS**? **Yes / No**

**REFERENCES** (one of which should be your present employer if applicable)

Name:

Position:

Address

Telephone:

Email:

Name:

Position:

Address

Telephone:

Email:

**DECLARATION:**

I confirm that to the best of my knowledge the information supplied on this form and all other supporting papers is true and correct. I understand that if I have provided false or misleading information in response to any questions or have failed to disclose information this will result in the termination of any contract of employment entered into.

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

Print name………………………………………

Please return your completed application form to:

admin@ludlowassemblyrooms.co.uk

Recruitment, Ludlow Assembly Rooms, 1 Mill Street, Ludlow, Shropshire. SY8 1AZ