Island Advice Centre

|  |  |
| --- | --- |
| Application for post of | Date |

# Applicant’s Personal Details

|  |  |
| --- | --- |
| Surname | First Name |
| Address | |
| Telephone | Mobile |
| Email | |

# References

|  |
| --- |
| Please give the names of two referees. If you have been employed one of the references must be your present or most recent employer. References will not be taken up until after interview.  Name of referee  Address  Contact Number  In what capacity is the referee known to you |
| Name of referee  Address  Contact Number  In what capacity is the referee known to you |

**Work History**

|  |
| --- |
| Please give details of your work history, including any part time, casual or voluntary work. **Please start with your most recent job, continue on a separate sheet if necessary.**  Organisation name of (present/most recent employer)  Address  Position held and brief details of duties  From To |
| Organisation name  Address  Position held and brief details of duties  From To |
| Organisation name  Address  Position held and brief details of duties  From To |

**Knowledge Relevant to the Job**

|  |
| --- |
| This section requests information about the knowledge, qualifications and training you have which relate to the vacancy. The person specification and job description give details of duties and essential or desirable areas of knowledge required for the post. Please give details of relevant knowledge and provide supporting details on how you have gained this knowledge.  **Examinations passed**  School/college/university Examination and grade Date |
| **Other knowledge, qualifications and training** |

**Experience**

|  |
| --- |
| The person specification lists a number of key areas of experience, which are essential (or desirable) for this post. Please show how your experience meets each of these requirements. You may have gained this experience through work, home, voluntary or other activities. Please continue on a separate sheet if necessary. Please do not be afraid to repeat information you have already given. |

**About Yourself**

|  |
| --- |
| Is there anything else you would like to say in support of your application? Please include skills, personal qualities and experience you feel you have that are important to the job and any other relevant information that has not been covered in the previous questions. |

|  |  |
| --- | --- |
| I declare that all the information I have given is correct to the best of my knowledge. | |
| Signature | Date |
| **Please send completed application form to:** [**admin@island-advice.org.uk**](mailto:admin@island-advice.org.uk) | |

**Monitoring Form**

Island Advice is an Equal Opportunities employer. In order to be as objective as possible applicants abilities will be measured against the person specification and job description for the vacant post.

We would like you to consider completing this monitoring form, which we use at the end of the recruitment procedure to ensure that all sections of the community are accessing our job opportunities and being encouraged to apply for vacant posts. The monitoring form will be kept separate from the application forms and will not be made available to the short-listing panel.

|  |
| --- |
| Date of Birth |
| Ethnic Origin |
| Where did you hear about this post ? |