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| **APPLICATION FOR EMPLOYMENT** | | | | | | | |
| **Please complete in black ink only or type & return to:**  **Human Resources**  **Coram Community Campus**  **41 Brunswick Square**  **London WC1N 2AZ**  **Email: jobs@coram.org.uk** | | | | | | | |
| **Post Applied For:** | | | | **How did you hear about this vacancy:** | | | |
| **Surname:** | | | **Title:** | **First Name(s):** | | | |
| **Home Address:**    **Post Code:** | | | | **Home tel. no:** | | | |
| **Mobile no:** | | | |
| **Work tel. no:**    **Is it ok to contact you at work? Yes**  **No** | | | |
| **Email Address:** | | | |
| **Do you have a current driving licence?**  **Yes**  **No** | | | |
| **Are you eligible to work in the UK? Yes**  **No** | | | | **The standard working week is 35 hrs, Monday to Friday. If you are applying for part time work, please state your preferred number of hours/work pattern:** | | | |
| **Current Employment** | | | | | | | |
| **Start Date** | **Name and address**  **of employer** | | | | **Position held**  **& brief outline of duties** | | **Reason for leaving** |
|  |  | | | |  | |  |
| **Current salary**  **(Per annum)** |  | **Current holiday entitlement (Days per annum)** | | |  | **Notice period** |  |

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| **List your previous employment, beginning with the most recent** | | | | | | | |
| **Dates of service** | | **Name and address**  **of employer** | | **Position held**  **& brief outline of duties** | | | **Reason for leaving** |
| **From** | **To** |
|  |  |  | |  | | |  |
| **Other Employment**  Please give details of any other paid employment you intend to continue if offered a position within Coram. This information is required to:   * Ensure working hours do not exceed the statutory limit of 48 hours per week averaged over 17 weeks. * Ensure that any appointment with Coram will not create a conflict of interest within your professional life | | | | | | | |
| **Employing Organisation** | | | **Job Title** | | **Hours per week** | **Weeks per year** | |
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| **Reasons For Applying for this Post** |
| Please list **any** special knowledge, qualifications, training, experience (including voluntary experience), abilities and skills you have attained which will support your application. Please make particular reference to the job description and person specification for this post. Please continue on an A4 sheet if necessary. |
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| **Education (From secondary education only)** | | | | | | | | |
| **School/Academic institution attended** | | **Date attained** | | | **Subjects (if applicable)** | | | **Qualifications/**  **Grade** |
|  | |  | | |  | | |  |
| **Relevant Training Courses Attended (in the last 3 years)** | | | | | | | | |
| **Dates attended** | **Course title** | | | | | | | **Organising body** |
|  |  | | | | | | |  |
| **Membership of Professional Bodies (where appropriate)** | | | | | | | | |
| **Organisation** | | | | **Level Of Membership** | | | **Date obtained & membership end date** | |
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| **Language Skills** Please list details of any language skills. | | | | | | | | |
| **Language** | | | **Level of skill** | | | **Qualifications** | | |
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| **References** | | |
| Coram requires the names and contact details of **two employment referees**, one of whom must be your current or most recent line manager or tutor in the case of college or school leavers. **They must not be a relative.** | | |
| **Name:** | **Name:** | |
| **Position:** | **Position:** | |
| **Organisation:** | **Organisation:** | |
| **Relationship:** | **Relationship:** | |
| **How long have you been known to this referee?**  **(Please provide dates month/year)** | **How long have you been known to this referee?**  **(Please provide dates month/year)** | |
| **Address:**    **Post code:** | **Address:**    **Post code:** | |
| **Telephone No:** | **Telephone No:** | |
| **Fax No:** | **Fax No:** | |
| **Email:** | **Email:** | |
| **May we contact before interview? Yes  No** | **May we contact before interview? Yes  No** | |
| **Declaration** | | |
| I declare that all information provided on this application is true and correct. I understand that any falsification of information will result in the application being withdrawn from the recruitment process or if in employment may result in disciplinary action.  The information that you provide on this form and that obtained from relevant sources will be used in the administration of your employment. The personal information that you give us will be used in a confidential manner to help us monitor the recruitment process.  We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.  We may check the information collected with third parties or with other information held by us. We may also pass information to third parties to prevent or detect crime, to protect public funds or in any other way permitted by law.  By signing this application form you declare to understand that the information provided will be retained in a secure and confidential manner and agree to the processing of sensitive personal data (as detailed above) in accordance with the Data Protection Act 1998. | | |
| **Signature:** | | **Date:** |