

**Winner, the Preston Road Women's Centre**  
**Job application form**

Please complete this form as fully as possible as it will be the only information we have when deciding on short listing candidates for interview. You may continue on a separate sheet of paper if needed, but please mark your name clearly on each separate sheet. This form will be photocopied - please complete in black ink.

Application for:

Where did you see the post advertised?

**1. Personal details**

Name:

Address:

Postcode:

Phone no:

If successful when would you be able to start this post:

**2. References**

Please give details of two people whom we can contact for a reference on your character and professional ability. If you are currently employed, one of these could be your present employer. If you are currently unemployed, please give details of your latest employer. If you have never been employed, please give details of two people who know you well, but are not related to you.

Name:

Company & position

Address:

Name:

Company & position:

Address:

Postcode:

Tel no:

Postcode:

Tel no:

3. Details of present or (if unemployed) last job

Company

Role/Responsibilities

Start Date

4. Previous employment record (please include paid and unpaid work)

Company

Roles/Responsibilities

Start/Finish Date

5. Please give details of any education, training and qualifications you have undertaken which are relevant to the post you are applying?

Details

Date Achieved

6. Please give details of any relevant skills

7. Personal statement (please state why you think you are suitable for this post) Please include any information which you think may support your application. This could include voluntary or unpaid work on behalf of charities, community groups etc. Also include any relevant personal qualities and specialist knowledge which support your application for this post. Please also tell us if you have any criminal convictions. This will not necessarily prevent you from being selected for the post, however you do need to be honest with us, as if you do not disclose any convictions which later come to light, you may be dismissed. You may continue on further sheets but please number them.

#### 8. Declaration

I apply for the above post. I declare that the details I have given in this application form are correct and complete.

Signed:.....

Date:.....