

HERITAGE TRUST *for the* NORTH WEST

APPLICATION FOR EMPLOYMENT

Please complete the whole application for in black ink. CVs are acceptable **only** as supplementary information.

Application for the post of:

Personal Details

Surname: Title:

Forename(s):

Previous names (if any):

Current Address:

.....

Postcode:

Daytime telephone number: Evening telephone number:

Do you require a work permit? YES / NO If yes, do you hold a current permit?

Education and Qualifications

From GCSE or equivalent to Degree level in chronological sequence

| From / To | Establishment | Qualifications gained |
|-----------|---------------|-----------------------|
| | | |

Postgraduate education or study / Professional Qualifications

Include those currently being studied

| From / To | Establishment | Qualifications gained |
|-----------|---------------|-----------------------|
| | | |

Training and Achievements

Details of any other specialised training or qualifications not covered in previous sections (e.g. shot courses, on-the-job training, management courses, First Aid training, NVQs, etc)

Membership of Professional Organizations

Detail below membership of any technical or professional bodies or societies

Present Employment

If not employed leave blank

Name and address of present employer:

.....

.....

Postcode: Tel no:

Position held:

Date of appointment: Current salary:

Period of notice required:

Brief outline of present duties and levels of responsibility:



Previous Employment (most recent first)

Please continue on a separate sheet if necessary

| Employer's Name and Address | From / To | Job Title & main duties, with reason for leaving |
|-----------------------------|-----------|--|
| | | |

General experience and supporting information

Please continue on a separate sheet if necessary

Please explain why you have applied for this post and how your experience, skills and training make you particularly suited to the post as outlined in the job description. Please provide any other information that may assist your application.

Personal Interests

Please describe your leisure interests

Other Information

Do you hold a full **driving licence**?

If **yes**, do you have any current endorsements?

Disability

If you are disabled, please give details of any special arrangements you would require to attend interview.

Referees

Please give the names and addresses of two referees. At least one should be a recent employer. Referees will only be contacted if you are called for interview (unless you request otherwise).

| Name & Address | Occupation | Contact Telephone number (Please indicate whether daytime or evening) |
|----------------|------------|--|
| | | |

Criminal Offences

Please give details of any convictions other than a spent conviction under the Rehabilitation of Offenders Act 1974

Declaration

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to the Trust processing the data supplied on this application form for the purpose of recruitment and selection.

Signed

Date

Please note that in the interest of savings in administration, applications will only be acknowledged if accompanied by a stamped addressed envelope.

Heritage Trust for the North West is an Equal Opportunities Employer and welcomes applications from all sections of the community.

