



APPLICATION FOR EMPLOYMENT

All information given will be treated in the strictest of confidence

Post Applied for: **Befriending Coordinator (8hrs per week)**

1. PERSONAL DETAILS

Surname:..... **Forename:**.....

Address:.....

.....

Postcode:.....

Telephone

Home:.....**Home:**.....**Work:**.....

Mobile:.....

2. FORMAL EDUCATION

School/College attended	From	To	Qualifications/Grades

3. FURTHER TRAINING/EDUCATION

Course Title or type training	provider	Duration (e.g 1/2 day)	Qualifications/Grades (if applicable)

4. EMPLOYMENT HISTORY (please give details for current or most recent employer first)

Employer Name and Address	Length of service	Salary/wage
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Job title and Brief Outline of Duties

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Employer Name and Address	Length of service	Salary/wage
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Job title and Brief Outline of Duties

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Employer Name and Address	length of service	Salary/wage
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Job title and Brief Outline of Duties

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5. SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

(please use this space to tell us how your skills, etc could be put to use in the post you are applying for. These may have been gained through voluntary work or personal life)

6. ADDITIONAL INFORMATION

(Please use this space to tell us about anything else which you think may help in support of your application).

7. DECLARATION

I verify that, to the best of my knowledge, the information supplied by me on this application form, and any additional sheets submitted, is correct

Signature_____Date_____

8. REFERENCES

(please give details for two referees, one of whom should be your current or most recent employer. They should be able to comment on your suitability for the post applied for)

A) Name.....Job/position.....

Address.....

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.....Postcode.....

Tel.....

Capacity known to you (e.g. employer/line manager, etc)

B) Name.....Job/position.....

Address.....

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.....Postcode.....

Tel.....

Capacity known to you (e.g. employer/line manager, etc)

If your application is successful, how soon would you be able to start work?

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