



Denmead Community Association

Registered Charity Number 275728

Application for Employment

Post: Administrative Assistant (part-time)

Closing date: 21th Feb 2013

(1) PERSONAL DETAILS

Surname:	Forenames:
Address:	Tel No (Home): Tel No (Work): Mobile:
Do you have a current driving licence?	Date of Birth:

(2) EDUCATION

School/College	From	To	Subjects studied or gained	Grade	Date obtained

(3) PROFESSIONAL/TECHNICAL QUALIFICATIONS OR MEMBERSHIP

Professional Body or Training Establishment	Qualification or Grade of Membership	From	To

(4) PRESENT EMPLOYER

Employer's Name	Position held/Grade
Address	Department: Present Salary: Date Appointed: Period of Notice required:

(5) PREVIOUS EMPLOYMENT (most recent first)

Employment	Position Held	From	To	Salary/Grade	Reason for leaving

(6) EXPERIENCE

Please summarise why you are suitable for this post with reference to any previous work experience and any other relevant information eg skills you used and/or learned in previous jobs giving examples of things you have done that make you particularly suited to the job.

If necessary, continue on page 4

(7) Where did you see this job advertised?

(8) CRIMINAL CONVICTIONS

Details of all criminal convictions are to be disclosed unless they are classified as spent under the terms of the Rehabilitation of Offenders Act. Failure to disclose this information could result in dismissal if employment is offered.

Denmead Community Centre is an Equal Opportunities Employer.
The information given on this form will be treated in a secure and confidential manner and may be entered onto a computer for office use only.

(9) REFERENCES

Please give the names and addresses of **TWO REFEREES**, one of whom should be your **PRESENT** or **MOST RECENT EMPLOYER**.

Please give previous surname, if appropriate

Name	Name
Address	Address
Tel No	Tel No
Position/relationship	Position

I certify that the information I have given on this form is true and correct to the best of my knowledge and I understand that the giving of false or misleading statements or withholding material information may result in disciplinary action including dismissal.

Date Signed

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FOR OFFICE USE ONLY

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