



CONFIDENTIAL

NEW FOREST NINTH CENTENARY TRUST  
NEW FOREST CENTRE, HIGH STREET, LYNDHURST, SO43 7NY  
Registered charity 279373

# Employment application form

Application for employment as .....

Surname ..... Other names .....

Address.....

Postcode ..... Tel (daytime) ..... Tel (evenings) .....

Email.....

## Education and Training

Please include any skills and experience you have acquired that can support this application whether within the working environment or outside.

| Establishment (name & town) | From | To | Qualifications/Grade |
|-----------------------------|------|----|----------------------|
|                             |      |    |                      |

## JOB RELATED TRAINING

(Include membership of professional institutes, vocational and non-vocational courses)

| Institute/Courses Studied | From | To | Standard or Level Achieved |
|---------------------------|------|----|----------------------------|
|                           |      |    |                            |

## Employment history

### Current employment

Employer's name, address & type of business.....

.....

Post Held.....

Duties:

Date of employment: from .....to.....

Rate of pay..... Notice period.....

Reason for leaving

### Previous employment (most recent first)

| Employer's Name &<br>Type of business | Post Held | Dates |    |
|---------------------------------------|-----------|-------|----|
|                                       |           | From  | To |
|                                       |           |       |    |

Please tell us why you applied for this post and why you think you are the best person for the job.

## Experience and personal skills

Please give details of all your experience, skills and abilities relevant to the post applied for. If you have had a break from paid work it is important to include any details of any voluntary work or unpaid duties you have performed, particularly any positions of responsibility held, e.g. parent governor, playschool assistant, committee member, VSO, treasurer of a club, CAB volunteer etc.

Have you ever been convicted of a criminal offence?

Yes  No

*(Declaration subject to the Rehabilitation of Offenders Act 1974)*

Do you have any disabilities that might affect your application?

Yes  No

Please tell us if:

- a. there are any reasonable adjustments we can make to assist you in your application
- b. there are any reasonable adjustments we can make to the job itself to help you carry it out

Do you need a work permit to work in the UK?

Yes  No

Where did you see this post advertised? .....

Please tell us if there are any dates when you will not be available for interview

### References

Please give details below of two people who can provide information that will confirm your suitability for this post.

Where appropriate one person should be your current or most recent employer; the other should be someone who has known you in a professional capacity.

**No approach will be made to your present or previous employers before an offer of employment is made.**

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I confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.

If I am appointed, I understand information from this form may be computerised for personnel/employee administration purposes in accordance with the Data Protection Act 1998.

Signature.....

Date .....

#### FOR OFFICE USE ONLY

|                         |  |
|-------------------------|--|
| Acknowledged            |  |
| Informed of interview   |  |
| Informed not successful |  |
| Appointed               |  |