**APPLICATION FORM**

**ROLE:**

| Post applied for: | | Ref: |
| --- | --- | --- |
| **PERSONAL DETAILS** |  | |
| Surname: | Forename(s) | |
| Home Address: | Telephone No:   * Home: * Work/daytime: * Mobile: | |
| Email: |  | |
| **Where did you see this job advertised?** | | |
| **REFERENCES** | | |
| Name and address of two referees. **At least one should be a present or most recent employer or, if appropriate, a tutor:** | | |
| 1.  Name:  Address:  Email:  Tel.  In what capacity do you know the referee? | 2.  Name:  Address:  Email:  Tel.  In what capacity do you know the referee? | |
| I confirm that to the best of my knowledge the information given in this application is true and correct and can be treated as part of any subsequent contract of employment.  I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service for a basic disclosure. I understand that should I fail to do so or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.  **Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Please return this form to:**    Recruitment, Goldsmiths Community Centre, London SE6 1QD  **or you can email the form back to us at:**   recruitment@goldsmithscommunitycentre.org.uk | | | |

**The following sections will automatically expand onto the next page if necessary**

| **EDUCATION** | | | |
| --- | --- | --- | --- |
| FROM | TO | SCHOOL/COLLEGE | QUALIFICATIONS AND/OR CERTIFICATES OBTAINED |
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| **OTHER TRAINING** | | | |
| FROM | TO | COURSE | QUALIFICATIONS AND/OR CERTIFICATES OBTAINED |
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| **VOLUNTARY WORK** | | | |
| FROM | TO | NAME & ADDRESS OF ORGANISATION &  NATURE OF THEIR BUSINESS | POSITION HELD & RESPONSIBILITIES |
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| **EMPLOYMENT:** (Please include part-time or appropriate holiday jobs lasting more than 6 weeks and list in date order, starting with your present or most recent job, please account for any gaps in your work history) | | | |
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| **FROM**  Mth/Year | **TO**  Mth/Year | **NAME & ADDRESS OF EMPLOYER & NATURE OF THEIR BUSINESS** | **POSITION HELD & RESPONSIBILITIES**  (**Include salary and reason for leaving**) |
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| **CRIMINAL RECORD**  Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory basic disclosure from the Disclosure and Barring Service. | | | | |
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| INFORMATION – EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES Please explain how your experience, knowledge and skills gained in paid or unpaid work, study or training meets the requirements of this role as stated in the job description and the person specification.    **Please ensure that you address the items in the person specification in the order given.**  (This table will automatically expand onto additional pages if necessary) |
| --- |
|  |
| Please confirm that you are available for interview on the date advertised[[1]](#footnote-0): YES / NO  Please state the earliest date you would be available to take up the post if offered: |

1. If you cannot be available on the advertised interview dates(s) please contact Goldsmiths Community Centre to discuss. [↑](#footnote-ref-0)