

# **Full Circle @ Docklands**

# Application form

**Application for employment as: Centre and Finance Administration**

**Name:**

**Address:**

**Postcode:**

**Phone:**

**Email:**

**Education and training**

Details of where and when

**Qualifications**

Details of what and when

## Employment history

1. Present/previous employer

Address

Postcode

Job title

Duties

Pay

Date employed: from ………………… to ………………………

Reason for leaving

*\*No approach will be made to your present employer or past employer before an offer of employment is made to you.*

Please tell us about other jobs you have done and about the skills you used and/or learned in those jobs.

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

Do you consider yourself to have a disability?

 Yes [ ]  No [ ]

Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process.

## References

Please give the names addresses and phone details of two persons as referees - who we can approach now for references preferably one professional reference or reference from a tutor/educator. No approach will be made to your present or previous employers before an offer of employment is made.

1.

2.

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

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name:

Signature: Date: