**APPLICATION FOR EMPLOYMENT**

**Position applied for: Training Co-ordinator**

|  |  |  |  |
| --- | --- | --- | --- |
| **First name(s):** |  |  |  |
| **Surname:** |  |  |  |
| **Address:** |  |  |  |
| **Telephone number:** |  |  |  |
| **Mobile number:** |  |  |  |
| **Email address:** |  |  |  |

WORK EXPERIENCE

**Please give details of past and present work. This can be paid work, voluntary work or work at home.**

**Start with the most recent.**

**Name & address of employer:**

**Job title or role:**

Paid / Unpaid (please delete as appropriate)

**Current Salary:**

Main duties:

From (MM/YY): To (MM/YY):

Reason for leaving:

**Name & address of employer:**

**Job title or role:**

Paid / Unpaid (please delete as appropriate)

**Current Salary:**

Main duties:

From (MM/YY): To (MM/YY):

Reason for leaving:

**Name & address of employer:**

**Job title or role:**

Paid / Unpaid (please delete as appropriate)

**Current Salary:**

Main duties:

From (MM/YY): To (MM/YY):

Reason for leaving:

**Name & address of employer:**

**Job title or role:**

Paid / Unpaid (please delete as appropriate)

C**urrent Salary:**

Main duties:

From (MM/YY): To (MM/YY):

Reason for leaving:

QUALIFICATIONS

Please provide details of qualification relevant to the post applied for.

Qualification:

Level:

Year achieved:

Where obtained:

Qualification:

Level:

Year achieved:

Where obtained:

Qualification:

Level:

Year achieved:

Where obtained:

Qualification:

Level:

Year achieved:

Where obtained:

|  |  |
| --- | --- |
|  | Please indicate and provide details where applicable: |
| Do you have a full UK driving license? (please indicate if you have any endorsements) |  |
| Do you have access to a vehicle for work purposes? (not applicable to all roles) |  |

TRAINING

Please provide details of relevant training undertaken including short courses.

Date:

Course:

Brief details:

Date:

Course:

Brief details:

Date:

Course:

Brief details:

Date:

Course:

Brief details:

Date:

Course:

Brief details:

Please use the space below to indicate how you match EACH OF THE requirements of the **PERSON SPECIFICATION.**

The shortlisting panel will use this information to assess candidate’s suitability for the role.

Please provide enough evidence including examples to show how your skills and experience match those required in the **person specification.**

REFERENCES

Please give the names and addresses of two people from whom references can be obtained.

If you are currently employed, please include details of present employer.

|  |  |  |  |
| --- | --- | --- | --- |
| Name:  Company:  Position:  Address: | | Name:  Company:  Position:  Address: | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
| Email address: | \* | Email address: | \* |

( \* ) Please tick box if you do not want your referees to be approached without prior permission.

How soon after an offer of a job would you be able to start?

DECLARATION

I confirm that to the best of my knowledge the information I have provided in this application is correct.

Signature:

Date:

Via email to: [recruitment@apse.org.uk](mailto:recruitment@apse.org.uk)

Data Protection Act: all documents associated with Recruitment and Selection will be stored for a period of 6 months.