|  |  |
| --- | --- |
| **Application for Employment** | **Job Title/Ref:** |

Please complete all sections of this form carefully in typescript or black pen. The Egmont Trust aims to be an Equal Opportunities Employer and the information you provide will be the only material used in deciding if you should be invited to interview. You should take care to provide as much information as possible, to evidence that you have the experience and skills specified in the job description and person specification. Please read the job description carefully before completing this form.

|  |
| --- |
| **PERSONAL DETAILS**Please use capital letters for this section |
| **Surname**: | **Forename(s)**: |
| **Address including Postcode:** |
| **Telephone Numbers (please include full STD codes):** |
| **Home:** | **Mobile No:** |
| **Email:** |
| **Where did you learn of this vacancy:** |  |

|  |
| --- |
| **EDUCATION AND QUALIFICATIONS****Please tell us about your education and any courses you are currently undertaking which you feel are relevant to the post. Please start with the most recent and use an additional sheet if necessary** |
| **Name of school/college/university or training body** | **Dates – please indicate full or part time** | **Subject (s) studied** | **Qualification/grade obtained** |
|  |  |  |  |

|  |
| --- |
| **TRAINING****Please give details of any training you have received:** |
| **Date attended****(approx.)** | **Duration of Course** | **Title of training course or brief description** |
|  |  |  |

|  |
| --- |
| **EMPLOYMENT HISTORY****Please give details of your employment history starting with your current or most recent employer and working backwards.**  |
| **Current Employer** | **Job title** | **Reasons for leaving** | **Date from and to** |
| **Current** |  |  |  |
| **Duties:** |
| **Previous Employer (s)** | **Job title** | **Reasons for leaving** | **Date from and to** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **WORK PERMITS** |
| Are you required to have a UK work visa/permit? YES / NOIf yes, please give details including the expiry date of any current visa/permit(Please note you will need to provide proof on appointment) |

|  |
| --- |
| **CRIMINAL CONVICTIONS** |
| As defined under unspent criminal convictions of the Rehabilitation of Offenders Act 1974, please give details of any convictions for criminal offences. |

|  |  |
| --- | --- |
| **START DATE**If appointed, when could you start work with The Egmont Trust |  |

|  |
| --- |
| **REFERENCES****Please give us the name, address and status of two referees who are willing to provide reference for you. *One of them should be your current (or most recent) employer or education/training establishment.*** |
| **Referee 1** | **Current/Recent Employer** | **Referee 2** | **Previous Employer/Character Reference** |
| **Name:** |  | **Name:** |  |
| **Position:** |  | **Position:** |  |
| **Organisation:** |  | **Organisation:** |  |
| **Address:** |  | **Address:** |  |
| **Email:** |  |  |  |
| **Telephone:** |  | **Telephone:** |  |
| **Relationship to you:** |  | **Capacity in which known by you:** |  |
| **When may we take up references?** |  | **When may we take up references?** |  |

**Relevant knowledge, skills and experience:**

Please use this section to show how your experience, skills and training gained both in paid employment and in voluntary work, or through study, make you suitable for this post. Please ensure that you have read the job description and person specification for the post and have given sufficient information to describe how you meet the requirements of the post. The information you give here will play a crucial part in the decision whether you will progress onto the next stage of the application process.

|  |
| --- |
| **Data Management** Please tell us how and where you have gained your experience of data management systems and what was your level of responsibility? |
| **Diary Management**Please give us an example when you have had responsibility for diary management: |
| **Excellent Communication Skills**Please give us an example of how you have established effective working relationships in your current or past role. |
| **Meeting Deadlines**Please give us an example of a time when you had to work to a tight deadline whilst juggling competing demands on your time. How did you ensure you met your objectives? |
| **Advanced Excel Skills**Please could you give an example of you have used Excel to increase efficiency in your role. |
| **Other additional information evidence knowledge, skills and experience in relation to the job description and person specification:** |

|  |
| --- |
| **Data Protection Act 1998**  |
| *The information that you provide on this application is subject to the protection of the Data Protection Act 1998, and will be used for the purposes of recruitment, compiling employee statistics, and equal opportunities monitoring only. It is the policy of Egmont to retain recruitment records on secure computer and manual systems. Recruitment records are held the duration of the recruitment process and for a period of time thereafter. If you are employed by Egmont the information provided on this application will be kept for the duration of your employment, and for a period of time following it. Access to this information will be restricted to a limited number of authorised staff.* |

|  |
| --- |
| **Declaration:****I confirm that to the best of my knowledge the above information is correct****Signature: Date:**  |
| Completed application forms should be returned to:Louise DixonFinance ManagerEgmont Trust Temple CourtCathedral RoadCardiffCF11 9HAOr email to: recruitment@egmonttrust.orgClosing Date: Midnight – 13/5/2018 |