

CHRISTIAN EDUCATION

1020 Bristol Road, Selly Oak, Birmingham B29 6LB

Tel: 0121 472 4242 Fax: 0121 472 7575

FOR OFFICE USE ONLY
Date Received

APPLICATION FOR EMPLOYMENT

Please complete the Application in your own handwriting and in black ink/ biro

1. Vacancy Details

POST APPLIED FOR.....

Source.....Closing Date.....
(Name of newspaper, Jobcentre, etc)

2. Personal Details

Surname..... Forename(s).....

Address.....
.....
.....

Tel - Daytime..... Tel - Eve/Weekends

Driving Licence Yes No

Do you have any health problems or disability which may affect your employment? Yes No

If yes give brief details:

3. Referees

Please name two people who may be approached for a reference connected with your ability to carry out the job applied for, one of whom should be your present or last employer, or college or school if currently a student.

If you do not wish your present employer to be contacted at this stage, please enter a cross in the relevant box.

A. PRESENT/LAST EMPLOYER

Name:..... Position:.....

Address:.....

.....

.....Post code:.....

Position held:.....

B. SECOND REFEREE

Name:..... Position:.....

Address:.....

.....

.....Post code:.....

Relationship to you.....
(Tutor, Colleague etc.)

Are you known or related to a Committee/Board Member or a member of staff at Christian Education?

YES NO

If YES, please give brief details:

4. Education & Qualifications Obtained

SCHOOL, COLLEGE UNIVERSITY ATTENDED	QUALIFICATIONS OBTAINED	GRADES

5. Training

Please list all other training and courses you have attended whether or not related to this application:

YEAR	SUBJECT COVERED	ORGANISING BODY	LENGTH OF COURSE

6. Present/Most Recent Employment

Job title:..... Employer:.....

Address:.....

.....

.....Post code:.....

Date of commencement:..... Date left (if applicable).....

Final salary:..... Other benefits in kind:.....

.....

Notice period:.....

Reason for leaving or wishing to leave:

Brief description of duties

7. Previous Employment History

Please ensure that any gaps in employment are accounted for (e.g. continuing education, unemployment etc.) Please include any voluntary work.

DATES FROM	DATES TO	EMPLOYER	JOB TITLE	REASON FOR LEAVING

8. Further Information in Support of your Application

Use this section to give any additional information you feel may be of interest to the Selection Panel; refer to the Job Description and Person Specification provided and state why you consider you are suitable for the job, outlining any skills and experience you have gained.

(Continue on a separate sheet of paper if necessary)

9. Outside Interests

Please give an indication of your interests outside of work including membership of Societies & Organisations:

10. Confirmation of Details

I confirm that the information given on this Application Form is correct and complete. I am aware that any false statement may be sufficient cause for rejection of my application or, subsequent termination of my employment.

Signed:..... Date:.....

Please note that in the interests of economy, receipt of this Application Form will not be acknowledged. Shortlisted applicants will be notified within three weeks of the Closing Date and if you have not received notification within this time, you will have to assume that you have not been shortlisted on this occasion.

Please do not let this discourage you from applying for other vacancies with Christian Education.

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Initials

Interview Selection Panel