

**Application Form**

Please complete this form either digitally or black / blue pen

When completed, please return to Jacksons Lane, 269A Archway Road, London, N6 5AA or email to [recruitment@jacksonslane.org.uk](mailto:recruitment@jacksonslane.org.uk)

|  |  |
| --- | --- |
| **Position applied for:** |  |
|  |  |
| **First name/s:** |  |
| **Surname/Family Name:** |  |
| **Address:** |  |
| **Telephone No. (home)** |  |
| **Telephone No. (mobile)** |  |
| **Email Address:** |  |
| **Date of Birth:** |  |
| **National Insurance Number:** |  |

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| **Do you require a permit to work in the UK? If yes please provide details, including expiry.** |
|  |
| **Do you hold any unspent criminal convictions? If yes please give detail.** |
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**Education** (please start with the most recent)

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| --- | --- | --- |
| **Name of Institution** (University/College/School) | **Dates Attended** | **Examinations passed / grades** |
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**Other relevant professional qualifications or training**

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| **Name of Qualification/Training** | **Date Achieved** |
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**Please outline your IT skills**

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| **Software** | **Competence** (basic, intermediate or advanced) |
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**Employment History** (Starting with your current or most recent employment)

Please detail your complete work history and all time taken for career breaks including sabbaticals, studies, parenting, etc.   
  
Please continue onto an additional sheet, if necessary

|  |  |
| --- | --- |
| Name of Current or most recent Employer |  |
| Position and main responsibilities |  |
| Dates Employed |  |
| Current Salary |  |
| Reason for Leaving |  |
| Notice period |  |

|  |  |
| --- | --- |
| Name of Previous Employer |  |
| Position and main responsibilities |  |
| Dates Employed |  |
| Salary |  |
| Reason for Leaving |  |

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| --- | --- |
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| Dates Employed |  |
| Salary |  |
| Reason for Leaving |  |

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| **Why are you interested in this position?** |
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| **Tell us why you think your experience and qualifications make you suitable for this post. Please relate your response to the requirements of the person specification.** *(Maximum two pages)* |
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**Please provide two referees**

(One of which must be your current or most recent employer.)

We will only contact your referees if your application is successful.

|  |  |
| --- | --- |
| **Name:** |  |
| **Company:** |  |
| **Position:** |  |
| **Address:** |  |
| **Telephone No.** |  |
| **Email:** |  |
| **Relationship to you:** |  |

|  |  |
| --- | --- |
| **Name:** |  |
| **Company:** |  |
| **Position:** |  |
| **Address:** |  |
| **Telephone No.** |  |
| **Email:** |  |
| **Relationship to you:** |  |

|  |  |
| --- | --- |
| I certify that, to the best of my knowledge, the information I have provided is true and complete and can be treated as part of any subsequent contract. Any false statement of omission may be sufficient cause for rejection, for a contract to be invalidated or for the employee to be subject to disciplinary action up to and including dismissal. We will require evidence of unrestricted eligibility to work in the UK subject to Border and Immigration agency regulations before an appointment can be made. | |
| **Signature of applicant** | **Date** |

**When completed, please return to Jacksons Lane, 269a Archway Road, London N6 5AA or email to** [**recruitment@jacksonslane.org.uk**](mailto:recruitment@jacksonslane.org.uk)**, along with a completed Equal Opportunities form.**

**For office use only Date received: Application No.**

**Interview: Letter sent:**