

**AFRICAN REVIVAL- APPLICATION FOR EMPLOYMENT**

1. **Post Details**

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| --- | --- |
| Post Applied for: |  |

1. **Personal Details**

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| --- | --- |
| Full Name: |  |
| Physical Address: |  |
| Date of Birth: |  |
| Gender: |  |
| Telephone Number: |  |
| Email Address: |  |
| Do you hold a current driving permit: | **Motorbike:**  **Car:** |
| Type of License: | **Full** |

1. **Education Details**

***Further Education (please expand as necessary)***

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| --- | --- | --- | --- |
| Name/Location of College/University | Qualification & level | Award | Date |
|  |  |  |  |
|  |  |  |  |
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***Secondary Education***

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| --- | --- | --- | --- |
| Name/Location of school | Subjects | Level | Award |
|  |  |  |  |
|  |  |  |  |

1. **Past Relevant Training Details**

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| --- | --- |
| Courses/Training AND Qualifications Obtained | Date of Exam (if applicable) |
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1. **Current relevant Training and/or Study Being Undertaken**

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1. **Voluntary Work Experience**

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| --- | --- |
| Volunteer Position Held: |  |
| Name and Address of Organization or Company: |  |
| Dates From-To: |  |
| Main Duties in the post: | |

1. **Employment Details**

*Please give the details of your* ***current or most recent employer***

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| --- | --- |
| Last Job title: |  |
| Name and Address of employer: | RA |
| Dates From-To: |  |
| Salary on Leaving: |  |
| Reason for leaving: |  |
| Period of notice required: |  |
| **Main Duties in the post:** | |

Please give details of your previous employers (NB: ***Not*** including your current or most recent employer)

|  |  |  |  |
| --- | --- | --- | --- |
| Names and addresses of previous employers in date order | Position held and main duties | Dates From-To | Reason for leaving and salary on leaving |
|  |  |  |  |
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1. **Supporting Information –** *on a separate sheet of paper*

* On a separate sheet of paper **(Cover letter),** please give your reasons for applying for the post and add any additional information in support of your application.
* You should refer to the job description and person specification and demonstrate how your skills and experience fit the requirements of the post.
* Please type your response to show your use of Microsoft Word and administrative skills as detailed in the person specification. Hand written letters will not be considered.
* **On a separate sheet of paper provide your CV**
* Please ensure your name is on any accompanying sheets.

1. **References**

Please give details of two referees. The first must be your current or most recent employer and the other should be a previous employer.

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| --- | --- | --- | --- |
| Current Employer  (or most recent employer if not currently employed) | | Previous employer OR a teacher/lecturer  (delete as appropriate) | |
| Name of referee: |  | Name of referee: |  |
| Position: |  | Position: |  |
| Address: |  | Address: |  |
| Are you happy for us to contact  this person prior to interview? **YES**  (please ensure you have provided  a working telephone number) | | Are you happy for us to contact  this person prior to interview? **YES**  (please ensure you have provided  a working telephone number) | |

**Declaration**

|  |
| --- |
| I confirm that all information submitted is true and correct, that there are no reasons that I know of which prevent me from undertaking the duties of the post and I understand that any misrepresentation may invalidate my application.  I understand that if I am offered the post and it is later found that I have submitted false information I will be subject to disciplinary action and instant dismissal.  **Signed:…………………………………………………………………………**  **Date:……………………………………………………………………………** |