



APPLICATION FOR THE POST OF _____

Please complete and return to the above address.

Please indicate the minimum and maximum hours you would like to work:

MINIMUM: _____ MAXIMUM: _____

PERSONAL DETAILS

Miss Mr Mrs Ms (delete as appropriate)

First Names _____

Surname _____

Address _____

Postcode _____

Home Telephone Number _____

Mobile Telephone Number _____

*Email Address _____

*This is required as a primary method of communication



VERIFICATION OF EMPLOYMENT OR EDUCATION RECORD / REFERENCES

Please give names and address of two people who can verify or confirm your employment record. One should be your present or most recent employer. Verbal verification is sought after references received.

REFERENCE ONE:

Name _____ Position _____

Email Address _____

Address _____

Telephone Number _____

REFERENCE TWO:

Name _____ Position _____

Email Address _____

Address _____

Telephone Number _____

Please indicate whether your referee can be approached before interview.

Yes No

DECLARATION

I can declare that to the best of my knowledge the information given on pages 1- 4 is correct and can be treated as part of any subsequent contract of employment.

Signature _____ Date _____



EMPLOYMENT

Name and address of **current / last employer:**

Employed from: _____ To: _____

Post held: _____

Basic salary per annum: _____ Overtime opportunity: Yes / No

Notice Required: _____

Brief description of duties:



MAPLE GROVE COMMUNITY GROUP
MAPLE GROVE, MARCH, CAMBS.PE15 8JT
TEL: (01354) 660543



E-mail: office@maplegrovecommunitygroup.co.uk

Full Employment / Career History for the last ten years (please put most recent first)
Please explain any gaps in employment.

Dates From	Dates To	Employer	Address	Position Held	Reason for Leaving



EDUCATION & QUALIFICATIONS

Please be sure to enter all qualifications accurately. Childcare qualifications will require certificates and verification. If necessary please continue on a separate sheet of paper and attach to the form.

Dates	Name of School / Institution	Examinations & subjects studied	Grade of award or examination

Please give details and dates of other courses undertaken, including short courses and in-house training, and / or current studies.



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EXPERIENCE / RELEVANT SKILLS / FURTHER INFORMATION

Having read the job description and person specification, please state how your experience and achievements to date would make you a suitable candidate for this post. This is intended to draw attention to those aspects of your education, training, career, experience in work, life skills, hobbies and other interests. If necessary please continue on a separate sheet and attach to this form.

Signed: _____

Date: _____

REGISTERED CHARITY No. 1040874