**PLEASE TYPE OR WRITE CLEARLY IN BLACK INK**

|  |  |
| --- | --- |
| **JOB APPLIED FOR** |  |
| **DATE** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | | |
| Name |  | | Title |  |
| Address |  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | Postcode |  | |
| Contact number(s) |  | | | |
| Email address |  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **PRESENT EMPLOYMENT - if applicable** | | | |
| Name  & address  of employer |  | | |
|  | | |
|  | | |
|  | | |
|  | Postcode |  |
| Job title |  | Salary |  |
| Start date in post |  | Notice period |  |
| Reason for leaving |  | | |
| Briefly outline your main duties and responsibilities (if not in paid employment, please give  a brief outline of your current position). | | | |
|  | | | |
| **PREVIOUS EMPLOYMENT** (please list, in date order, your employment and other relevant work experience - which may include voluntary work - giving dates, post, employer, salary, an indication of main duties and your reasons for leaving - continue on a separate sheet if necessary). | | | |
|  | | | |
| **SKILLS, KNOWLEDGE & EXPERIENCE RELEVANT TO THE POST** (please outline the skills and experience you have gained, either in paid work, unpaid/voluntary work, through your studies and/or leisure activities, which you consider RELEVANT to the position and you believe make you suitable for the post). | | | |
|  | | | |
| **REASONS FOR APPLYING** (please say what interests you about this job). | | | |
|  | | | |

|  |
| --- |
| **OTHER EXPERIENCES, INTERESTS, HOBBIES, SPECIAL SKILLS** (please give details of anything relevant to the post). |
|  |
| **QUALIFICATIONS & TRAINING** (please give details of your education, qualifications and training relevant to the application - starting with your most recent and stating when these were attained). |
|  |

|  |
| --- |
| **DIGITAL SKILLS** (please give details of any specific digital skills and experience i.e. software packages, equipment etc). |
|  |

|  |  |  |
| --- | --- | --- |
| **REFERENCES - please tick the box if you do not want your referee to be contacted prior to interview.** | Referee one must be your current or most recent employer, or if you have not been in paid employment the head of your training establishment and/or a representative of a voluntary organisation with which you have been involved. | |
| Referee One | Name |  |
| Position |  |
| Address |  |
|  |
|  |
| Telephone |  |
| Email |  |
| Relationship to you |  | |

|  |  |  |
| --- | --- | --- |
| Referee Two | Name |  |
| Position |  |
| Address |  |
|  |
|  |
| Telephone |  |
| Email |  |
| Relationship to you |  | |

|  |
| --- |
| **DATA PROTECTION ACT 1998** |
| I agree that the information given in my application may be used for purposes registered under the Data Protection Act 1988, and I consent to the information being stored on manual and computerised files for relevant employment-related purposes. |

|  |  |  |  |
| --- | --- | --- | --- |
| **DECLARATION** | | | |
| I declare that the information contained in this application is correct to the best of my knowledge and understand that any false statement, or omission, may result in my application being withdrawn or my appointment being terminated. Initially this information will be used for all purposes relating to the selection process and may be disclosed to those members of the Phoenix who have a need to see it. For the successful candidate, the information will form part of their confidential, personal record. In the case of unsuccessful candidates the data will be destroyed after six months. | | | |
| **SIGNED** |  | **DATE** |  |

|  |  |
| --- | --- |
| **CLOSING DATE** | 9am Monday, Mon 24 June |
| **PLEASE RETURN YOUR COMPLETED APPLICATION AND EQUAL OPPORTUNITIES FORM TO:** | |
| [**jobs@phoenix.org.uk**](mailto:jobs@phoenix.org.uk)  Email is preferred but if not possible please post to -  **Lotte Coleman**  **Phoenix,**  **4 Midland Street,**  **Leicester,**  **LE1 1TG** | |