[](https://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwjztPb8oLjUAhXLL1AKHbJqCqAQjRwIBw&url=http%3A%2F%2Fwww.northernlightscharity.org.uk%2Fqueens-award-voluntary-service&psig=AFQjCNFqBUti8EJaJy5RtBpu03pLUUyljQ&ust=1497355207538187)

Unit 19, President Buildings, Savile Street East, Sheffield, S4 7UQ

0114 250 5293

Registered Charity: 1168077

sophie.lay@scccc.co.uk

# Application Form

Please complete ALL sections clearly in black ink or type

Application for the post of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Section 1 - Personal Details:

Surname: Forenames:

Address: Preferred Title:

Post Code: Phone no. (h):

Email address: Phone no. (wk):

## Section 2 - Education and Training

|  |  |  |
| --- | --- | --- |
| **Dates From To** | **School / College / University** | **Qualification Gained** |
|  |  |  |

***Section 3 -*** ***Training*** (e.g., apprenticeships, youth training scheme, evening courses)

|  |  |  |
| --- | --- | --- |
| **Dates From To** | **Course** | **Organising Body** |
|  |  |  |

## Section 4 - IT skills and experience

Please list the computer-based software that you have considerable experience of using. Also list any other IT related skills you feel are relevant to the job applied for.

|  |
| --- |
|  |

## Section 5 - Employment History

Present employer:

Name of employer:

Address:

Post Code: Phone no.:

Present Position held:

Current Salary:

Brief description of duties:

Date employment commenced:

Period of notice required for leaving:

***Section 6 - Previous Employment*** (most recent first)

|  |  |  |  |
| --- | --- | --- | --- |
| Name / Address of employer | Date from / to | Job title and responsibilities | Reason for leaving |
|  |  |  |  |

***Section 7 - Interest in Post*** (please state briefly why you are interested in this post)

***Section 8 -*** ***Driving***

(Do you hold a current driving licence? Yes/No. Have you the use of a car Yes/No. Please give details of any endorsements)

## Section 9 - Criminal Convictions

(Have you ever been convicted of a criminal offence? Yes/No. If yes, please give details, which will be treated in strict confidence)

## Section 10 - References

(Please give details of two people we can contact for a reference. One of the referees must be able to comment on your work experience and should be either your present or most recent employer. Neither of your referees should be relatives)

|  |  |
| --- | --- |
| **Referee 1**  Name:  Occupation:  Address:  Postcode:  Phone no  Email address: | **Referee 2**  Name:  Occupation:  Address:  Postcode:  Phone no  Email address: |
| Can we contact the above referees prior to interview? Yes / No | |

## Section 11 - Supplementary Information

(This is an opportunity to draw attention to aspects of your career, training received, interests, voluntary activity etc which may give additional weight to your application.)

Continue on a separate sheet if necessary

## Section 12 – Where did you hear about this post?

## Section 13 - Declaration

I confirm that the information I have given is, to the best of my knowledge, true and complete.

Signed: Date: