

<b>1. JOB ROLE</b>	
Position applied for: <b>Office Manager and Volunteer Coordinator</b>	
Where did you hear about this vacancy?	
When would you be able to start?	

<b>2. PERSONAL DETAILS</b>	
Full name:	
Known as:	Title:
Home address:	
Email address:	Mobile no:
Daytime no:	Evening no:
<p>Are there any disabilities which may affect your application? YES / NO</p> <p>If "yes", please give brief details of the effects of your disability on your day to day activities, and any other information that you feel would help us to accommodate your needs and thus meet our obligations under the Disability Discrimination Act 1995</p>	
<p>Do you have a current driving licence? YES / NO</p> <p>Please give details of any driving offences currently under endorsement.</p>	

<b>3. EMPLOYMENT HISTORY</b>		
List below present and past employment, beginning with your most recent.		
Name & Address of present / most recent employer:		
From: Month / Year	To: Month / Year	Job Title:
Name of Manager:	Their number:	
Describe the work you do/ did:		
Type of business:	Reason for leaving:	

Name & Address of employer :		
From: Month / Year	To: Month / Year	Job Title:
Name of Manager:	Their number:	
Describe the work you do/ did:		
Type of business:	Reason for leaving:	
<ul style="list-style-type: none"><li>• Please add any other relevant work experience in section 5 below</li></ul>		
<b>4. TRAINING AND EXPERIENCE</b>		
Relevant training, professional qualifications or work related skills:		
Do you have membership of any professional bodies? (if so, please give details, including any offices held):		
Do you give your consent for the Charity to verify your qualifications should you be a successful applicant? YES / NO		
<b>5. SUPPORTING INFORMATION</b>		
Give any further information which you think may assist us in considering your application.		
<ul style="list-style-type: none"><li>• Please feel free to append an additional page if necessary.</li></ul>		

<b>REFERENCES</b>	
Please provide the name, positions and telephone numbers of your current employer and one other personal or previous employer for reference purposes.	
Contact Name:	Contact Name:
Position in Company:	Position in Company:
Company Name:	Company Name:
Telephone number:	Telephone number:
<p>I understand that references will be taken from my employer/referee upon an offer being accepted.</p> <p>I also understand that any offer of employment made to me will be provisional until such time as satisfactory references are received. I hereby give my permission for references to be obtained.</p> <p>Signed: _____ Date: _____</p>	
<p><b>DATA PROTECTION</b></p> <p>Information from this application may be processed for purposes registered by the Employer under the Data Protection Act 1998. Individuals have, on written request / payment of a fee, the right of access to personal data held about them.</p> <p>I hereby give consent to Simon Says CBS processing the data supplied in this application form for the purpose of recruitment and selection.</p> <p><b>DECLARATION</b></p> <p>I declare that the information given in this application is to the best of my knowledge complete and correct.</p> <p>Applicant's signature: _____</p> <p>Note: any false, incomplete or misleading statements may lead to dismissal.</p>	