



Charity reference 1114905

APPLICATION FOR EMPLOYMENT

Healthy Friendships

A Curriculum Vitae is not acceptable ALL applicants MUST complete an application form

APPLICATION DETAILS	
Position(s) applied for	
Date of application	
Name	
Full postal address	
Email address	
Telephone (incl. code)	
Mobile number	
National Insurance No.	
Gender	Male / Female
The Company has a no-smoking policy. Will this be an issue for you?	Yes / No
Do you have any medical or other condition that could limit your ability to perform the position for which you are applying?	Yes / No
If yes, please provide details	
Why do you want to work for Radnorshire Healthy Friendships?	
How many days sickness have you taken in the last year	days

EMPLOYMENT INFORMATION

Employer (most recent first) (continue on separate sheet if necessary)	Main skills/duties/responsibilities	Reasons for leaving

List any training, courses, skills, qualifications and experience relevant to the job for which you are applying.

Please continue on a separate sheet of paper.

REFERENCES

Please give below details of people who are willing to give you a reference and tick when to contact

Reference 1				
Name, and position	Address	Telephone No.	Years known	Tick when referee can be contacted
				<input type="checkbox"/> At anytime <input type="checkbox"/> Only if we offer you a job
Reference 2				
Name, and position	Address	Telephone No.	Years known	Tick when referee can be contacted
				<input type="checkbox"/> At anytime <input type="checkbox"/> Only if we offer you a job

Additional information that you feel is appropriate for us to consider:

Please continue on a separate sheet

DECLARATION

It is understood and agreed that any misrepresentation by me on this application form will be sufficient cause for cancellation of this application and/or termination from the employer's service if I have been employed.

I give the employer the right to investigate all references and to secure additional information about me if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organisations for furnishing such information.

We are an Equal Opportunity Employer. We do not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by law.

Please list fully any unspent criminal convictions?

A criminal Records Bureau check will be carried out prior to commencing employment

Applicant's signature	
Date/...../.....

Guidance Notes for completing the application form

- An application form **MUST** be completed. A CV can be sent as supplementary information only.
- If you would like an informal chat about the post, please telephone the Coordinator.
- Please write in clearly in block capitals using black ink.
- It is our policy to always use first names and we will address any correspondence to you in this way.
- Please remember that if you are not called to interview, unfortunately you have not been successful with this application.
- Give as much information as you want. Use additional sheets if there is insufficient space.
- Our organisation works closely with some of the most vulnerable people in society. However, if you have unspent criminal convictions these in themselves may not prevent you becoming an employee but it is vital to tell us about them. Failure to disclose unspent convictions may lead to termination of employment.

Return the completed application form to:

Barbara Beesley
Coordinator
Healthy Friendships
The Eagles
30 Shortbridge Street
Newtown
Powys SY16 2LW

Telephone 01686 626221