**application for employment**

**post for which you are applying**:

 ………………………………………………………………………………………………………………...................................................

Please return completed form:

* By post to: **Alex Bax, Chief Executive, Pathway, 4th Floor East, 250 Euston Road, London NW1 2PG – marking the envelope as ‘confidential’**
* By email to: **info@pathway.org.uk**

*Please make sure that you:*

* *fill out the form as completely as possible*
* *meet the closing date, as late applications may not be considered*
* *do not enclose a C.V. instead of a completed application form as this will not be accepted and will not be considered as part of the recruitment process*

**personal details**

|  |  |  |
| --- | --- | --- |
| **surname:** |  | Home Address: |
| **forenames:** |  |
| **date of birth:** |  |
| **home tel. no:** |  |
| **mobile no:** |  |
| **email address:** |  |

**employment history**

Please tell us about your previous employment starting with your current or most recent job. Please explain any gaps in your employment history, and add any additional pages as required.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer’s name & address** | **Position held** | **Duties & responsibilities** | **Start date** | **Leaving date** | **Reason for leaving** |
|  |  |  |  |  |  |

**education**

Please tell us about your education and qualifications. You will be asked to provide evidence of your qualifications if your application is successful.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address of educational establishment attended (including part-time)** | **Start date** | **End date** | **Qualification gained, please include subjects, grades or expected results** |
|  |  |  |  |

Any other relevant qualifications or records of achievement (e.g. courses attended) including membership and status of any professional or technical associations

|  |
| --- |
|  |

 **experience and further information**

Please use this section to tell us how you meet the requirements of the **Person Specification** and the **Job Description.** Give as much information and examples as necessary to demonstrate your skills, experience and knowledge that would be applicable to this role. You may wish to include any skills, knowledge and experience you have gained from voluntary work, leisure interests and any other activities that you consider are relevant to your application. (Please add additional sheets as necessary).

|  |
| --- |
|  |

**additional information**

|  |  |  |
| --- | --- | --- |
| Is there any special help you may require for the interview? | Yes / No | If yes, what help would you like: |

**references**

Please supply contact details of two people who can supply a reference for you, one of which should be your most recent employer. You should not include relatives or personal friends. We will not contact your referees unless you are offered the role.

|  |  |
| --- | --- |
| **Reference 1 (your most recent employer)** | **Reference 2** |
| Name: |  | Name: |  |
| Position held: |  | Position held: |  |
| Address: |  | Address: |  |
| Telephone no: |  | Telephone no: |  |

**signature**

*I certify that the information I have provided is accurate, and I understand that giving false information will lead to disqualification from the recruitment process and disciplinary action which may include dismissal if I am successful in securing the role*

**Signed**  ………………………………………………………………………………………………………. **Date** ………………………………………………………………………………………………….