

Application Form



PLEASE USE BLACK INK AND PRINT IN BLOCK CAPITALS
CVs will be accepted that provide the information asked for in this Application Form
PLEASE ENSURE THAT YOU COMPLETE THE ACCOMPANYING EQUAL OPPORTUNITIES FORM
SO THAT WE HAVE YOUR PERSONAL AND CONTACT DETAILS

POSITION APPLIED FOR:

Some posts require staff to have access to a car for work purposes. If the post you are applying for requires this, do you have such access? Yes No

Do you hold a full current driving licence? Yes No

PRESENT OR LATEST EMPLOYMENT

DETAILS OF EMPLOYER:

NAME:

ADDRESS:

POSTCODE:

DATES OF EMPLOYMENT:

FROM:

TO:

POSITION HELD:

CURRENT SALARY/SALARY ON LEAVING:

NOTICE PERIOD:

BRIEF DESCRIPTION OF RESPONSIBILITIES:

EMPLOYMENT HISTORY

Please list employment history in reverse order starting with your most recent job.
Please give a summary of all employment including any relevant voluntary work.

<u>DATES:</u> From - To	<u>EMPLOYER:</u> Please give details of names and address, nature of business and brief description of responsibilities.	<u>REASON FOR LEAVING:</u>

TRAINING

Please list details of training courses attended and skills which are relevant to
this post:

REFERENCES

Please name two professional referees. One referee should be your present or last employer. School leavers/students should provide the details of a Teacher/Tutor. Employment is subject to two satisfactory references.

Your current employer will not be approached unless you are offered a position with the Meningitis Trust.

NAME:	NAME:
ADDRESS:	ADDRESS:
POSTCODE:	POSTCODE:
TELEPHONE:	TELEPHONE:
RELATIONSHIP:	RELATIONSHIP:

I confirm that all the above information is correct to the best of my knowledge.

Signed:

Date:

PLEASE RETURN THIS FORM TO:

**Human Resources Manager
 Meningitis Trust
 Bath Road
 Stroud
 Gloucestershire
 GL5 3TJ**

Or to HumanResources@meningitis-trust.org

www.meningitis-trust.org

The Data Protection Act 1998: the Meningitis Trust will use the information you have provided for recruitment and monitoring purposes only. The information will be held on file for a maximum of six months after which it will be destroyed.

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