



A	Position applied for:	ADMINISTRATION AND FINANCE WORKER
----------	-----------------------	--

B	PERSONAL DETAILS		
	Surname:		Initial(s):
	Address:	Telephone (Home):	
		Telephone (Mobile):	
		Telephone (Business):	
		May we contact you at work?	
Postcode:	E-mail address:		

[illegible][illegible]

E

PRESENT EMPLOYMENT

Name and Address of Employer:	Date Commenced Employment	
Job Title:	Notice Required:	Current Salary:
Brief description of your main duties and responsibilities with an emphasis, where possible, on those areas most relevant to the job applied for.		

F

PREVIOUS EMPLOYMENT (List in order, with most recent employer first)

Please list **all** your previous employment, detailing any gaps between employments with reasons (Continue on separate sheet if necessary). Please ensure all previous employment is listed, with full dates.

Dates		Name and Address of Employer	Job Title, Nature of Work, Salary	Reason for Leaving
From DD/MM/YY	To DD/MM/YY			

RELEVANT SKILLS, EXPERIENCE AND ABILITIES

Study the job description and provide specific examples of your work, or other activities, which demonstrate your ability or aptitude to undertake the duties of the post. Please comment on all the essential skills in the job description. You may also include any other information that you feel is relevant to your application e.g. personal qualities, achievements at work, non-work related or voluntary work experience. Continue on a separate sheet if necessary.

H

ENTITLEMENT TO WORK IN UK

If you are successful in obtaining employment with the Trust you will be required to provide evidence of your entitlement to work in the United Kingdom.

I

REHABILITATION OF OFFENDERS ACT 1974

If relevant to the post you may be required to complete a Criminal Convictions Declaration Form.

J

REFERENCES

Please give the names, addresses and daytime telephone numbers of two people willing to act as referees on your behalf. Both should be able to comment on your work experience and at least one should be able to comment on your present (or most recent) employment).

REFEREE 1

NAME		May we contact this person prior to interview?
JOB TITLE		
RELATIONSHIP TO YOU		
ADDRESS		YES / NO
TELEPHONE NUMBER		

REFEREE 2

NAME		May we contact this person prior to interview?
JOB TITLE		
RELATIONSHIP TO YOU		
ADDRESS		YES / NO
TELEPHONE NUMBER		

K

INTERVIEW ATTENDANCE

Do you need any special provisions or facilities (including access requirements) in order to be able to attend an interview?

YES / NO

If **yes**, what, if any, type of aids, adaptations, equipment or special arrangements, would you require, to attend an interview (e.g. Interpreter for the Deaf)?

L

DECLARATION (Read carefully)

I certify that all the information contained in this form and any attachments is true and correct to the best of my knowledge. I realise that false information or omissions may lead to dismissal without notice.

Signature

Date.....

Please Note: If you choose to submit your application for employment electronically e.g. via the intranet or e-mail, you will be required, at interview, to physically sign this declaration.

Please return completed applications forms to:

The Zero Tolerance Charitable Trust
11 Maritime Street
Edinburgh, EH6 6SB

or

Jenny.Kemp@zerotolerance.org.uk