The Old Library, Muller Road, Bristol, BS5 6XP

#### Application Form

This page will be detached from your application before shortlisting

|  |  |
| --- | --- |
| **Post Applied For** |       |
| Where did you hear about this vacancy? |       |

|  |
| --- |
| **Personal details** |
| **Family name:**  |       |
| **First name(s) / given name:** |  |
| **Contact address:****Postcode:** | **Tel:** **Mobile:** **Email**:  |
|  |

**Employment History**

|  |
| --- |
| **Current or Latest Occupation (paid or unpaid)** |
| Employer Name and Address  |  |
| Nature of Business  |  |
| Position Held |  |
| From  |  |
| To |  |
| Reason for leaving |  |
| Salary |  |
| Main Duties and Responsibilities |
|  |

|  |
| --- |
| **Previous Occupation (paid or unpaid)** Please list in date order most recent first and include any gaps in employment |
| Employer Name and Address | From | To | Job Title | Reason for Leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Education and Training**

|  |
| --- |
| **Secondary, Further and Higher Education** |
| **Name of Establishment** | **From** | **To** | **Qualifications** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Training and Qualifications**  |
| **Name of Establishment/Training Body** | **From** | **To** | **Qualifications** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Additional Information in support of your application** |

Please use this space to tell us how you meet all aspects of the person specification from your paid and unpaid work. Please provide clear examples of your skills and experience. Please note CVs are **not** accepted. This will box will expand as you require. Maximum number of words 1000

|  |
| --- |
|  |

|  |
| --- |
| **Why have you applied for this job?-** please use this space to tell the panel about any other information you think will be useful. |
|  |

|  |
| --- |
|  |
| Do you have any specific access, communications or other requirements that would be useful for the panel to know in advance of the interview? If yes, please state below: |
|  |
| I understand that any false or misleading statement that subsequently comes to light may result in withdrawal of any offer of employment made or dismissal from employment. I also understand that satisfactory references will be required should my application be successful.I confirm that all the details contained within this application are true. |
| Signed Dated  |

|  |
| --- |
| **References** |

**Please give the name, address and job title of two referees who can comment on your work performance. One should be your most recent employer, manager or supervisor. Please state in what capacity your referees know you (referees should not be close friends, partners or relatives).**

|  |
| --- |
| **Referee 1****Current/Most recent employer** |
|  Name of Referee |  |
| Job title |  |
| Address |  |
| Tel. No. |  |
| Email  |  |
| In what capacity does this person know you? |  |
| Can we contact before interview? | Yes☐ No ☐ |
| **Referee 2** |
|  Name of Referee |  |
| Job title |  |
| Address |  |
| Tel. No. |  |
| Email  |  |
| In what capacity does this person know you? |  |
| Can we contact before interview? | Yes☐ No ☐ |

|  |
| --- |
| **Other Information** |

Do you have the right to work in the UK? Yes ☐ No ☐

**Please email this form to OLcoordinatorrole@gmail.com or send paper applications to:**

**28 Elmcroft Crescent, Bristol, BS7 9NF. FAO E.Shimell marked Job Application**

**Closing Date for applications: 7th April 2019**