



St Martins

more than a home
for the homeless

35 Bishopgate, Norwich, NR1 4AA
Tel: 01603 667706
Email: enquiries@stmartinshousing.org.uk

APPLICATION FOR EMPLOYMENT

PRIVATE AND CONFIDENTIAL

Please answer all relevant questions as fully as possible. Read the accompanying notes before doing so. You may attach additional documents such as a CV but these will not be accepted as a substitute for the application itself. **When complete please return this form to the Administrator, at the above address.**

Post applied for:

Location/establishment:

How did you learn of this vacancy?

PERSONAL DETAILS

Title: First Name: Middle Name(s): Surname (Family Name): Current Address: Email Address:	Telephone Number(s): Home: Mobile: Work: National Insurance Number: Do you have a current driving licence? Yes No May we contact you at work if necessary? Yes No What dates are you <u>not</u> available for interview:
--	---

PAID EMPLOYMENT HISTORY

Please give details of your current/most recent employer:

Name of Employer: Address:	Your Post held: Date of appointment: Date of leaving (if applicable): Reason for leaving: (if applicable) Period of notice required:
-------------------------------	--

Please give a brief outline of your duties:

PAID EMPLOYMENT HISTORY:

Please begin with your current/most recent employer and give an explanation for any gaps

Name and address of employer	Post held	Date from/to	Salary on leaving	Reason for leaving

REFERENCES:

Please give the details of two people who are able to provide a reference for you. One should be your most recent employer or your school or college tutor if you have not been employed. References may be taken up before interview. If you do not wish us to approach these prior to interview, please tick the appropriate white box.

Name: Position:
Address:

Name: Position:
Address:

Telephone:

Telephone:

Email:

Email:

EDUCATIONAL/PROFESSIONAL QUALIFICATIONS (including any current course of study):

Secondary School/College	Date from/to	Qualifications gained and level	Date(s)	Grade

OTHER RELEVANT TRAINING COMPLETED:

Organising Body and Title of Course	Brief description of subject	Date(s)

MEMBERSHIP OF PROFESSIONAL/TECHNICAL BODY:

Name of Body/Institution	Status of Membership	Date obtained

It is the Trust's policy to verify qualifications of all successful job applications and you may be asked at a later stage in the recruitment process for your consent to checks being carried out. In the event of you being successful in your application we will ask for copies of certificates.

VOLUNTARY EXPERIENCE

Organisation	Date from/to	Type of work/capacity

