Please email the completed form to: danielle@mva.org.uk or post to the address detailed on this form above.



Please complete this form clearly in black ink or type, as it will be photocopied. The decision to shortlist for interview will be based solely on the information provided in this application. CVs will not be accepted. Additional information should be limited to one sheet of A4.

|  |  |
| --- | --- |
| Post Title |  |
| Post Reference |  |
| Closing Date |  |
| Where did you hear about the vacancy? |  |

# 1 Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| Surname / Family Name |  | Initials |  |
| Address |  |
|  |
| Telephone - personal |  | Telephone - work |  |
| E-mail |  |
| National Insurance Number |  |  |  |  |  |  |  |  |  |

## 2 Travel

|  |  |
| --- | --- |
| Do you have a full current driving licence? |  Yes / No |
| Do you have access to a car for use for work? |  Yes / No |

**3 Education**

|  |  |  |
| --- | --- | --- |
| Schools attended from age 11 | DatesMM/YY-MM/YY | Subject studied, level and grade |
|  |  |  |

## 4 Further Education

|  |  |  |
| --- | --- | --- |
| College / University attended | DatesMM/YY-MM/YY | Subject studied, qualification level and grade |
|  |  |  |

## 5 Other Training

|  |  |  |
| --- | --- | --- |
| Schools attended from age 11 | DatesMM/YY-MM/YY | Subject studied, level and grade |
|  |  |  |

**6 Employment Record**

|  |  |
| --- | --- |
| Current employer’s name address and nature of business |  |
| Telephone Number |  |
| Position Held |  |
| Salary, Grade and Benefits |  |
| Date of Appointment |  |
| Notice Required |  |
| Main Duties |  |

## 7 Previous Employers

|  |  |  |  |
| --- | --- | --- | --- |
| Name, Address, Type of Business | Post Held | DatesMM/YY-MM/YY | Reason for Leaving |
|  |  |  |  |

## 8 General

|  |
| --- |
| Please describe any outside Interests (include hobbies, interests, voluntary work and membership of professional bodies) |
|  |

|  |  |
| --- | --- |
| If offered this post, will you continue to work in any other paid employment – if yes, please give details | Yes/No |
|  |

## 9 References

Please give names and addresses of two persons, one of whom must be your current or most recent employer (or personal tutor in the case of a student) from whom confidential references may be obtained.

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Address |  |
|  |
| Telephone |  |

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Address |  |
|  |
| Telephone |  |

## 10 Rehabilitation of Offenders Act 1974

## (Please refer to the CVS Equality, Inclusion and Diversity Policy available on request)

|  |  |
| --- | --- |
| Do you have any unspent criminal offences? | Yes / No |
| If yes, please give details |  |
| If no, please sign here |  |

## 11 Declaration

|  |
| --- |
| CANVASSING - Any candidate, who canvasses a board member or employee of Medway Voluntary Action either directly or indirectly, will be disqualified from appointment. The sending of copies of, or extracts from, the application or testimonials will be regarded as canvassing.**I declare that the information given in this application is true. I accept that giving false information will disqualify me from being appointed or, if appointed, may result in my dismissal.** |
| Signature |  |
| Date |  |

## 12 Supporting Statements

|  |
| --- |
| Please tell us why you are attracted to this post |
|  |

|  |
| --- |
| Please tell us how your own skills, qualifications and experience meet the person specification detailed in the job description. Please ensure, where required, that you detail information against the job specification for this post. (Please continue on another sheet if necessary). |
|  |