**PVFC FC Foundation Trust**

**Application for Employment**

|  |  |
| --- | --- |
| **VACANCY DETAILS** | |
| What post are you applying for? |  |
| Where did you see the post advertised? |  |

|  |  |  |
| --- | --- | --- |
| **PERSONAL DETAILS** | | |
| Address: | First Names: | |
| Surname: | |
| Home no. | Mobile no. |
| Email Address: | |
| Postcode: | National Insurance Number: | |

|  |  |
| --- | --- |
| **YOUR CURRENT EMPLOYER** | |
| Name: | |
| Address: | Type of Business: |
| Postcode: | Responsible to: |
| Job Title: | |
| Date you started current job:  Date your employment ended (if applicable):  How much notice do you need to give? | What is your reason for applying for this post?  Salary Expectation?  Current Salary: |
| Please give a brief description of your duties: | |
| Have you previously applied within for a job with us within the last 12months for a similar role? (If yes please give details of position applied for: YES / NO | |

|  |  |  |  |
| --- | --- | --- | --- |
| **PREVIOUS EMPLOYER** (Start with your most recent) | | | |
| Employer: | Job Title: | Dates employed  From and To: | Reason for leaving: |
|  |  |  |  |

|  |
| --- |
| Please provide a brief explanation if there are any gaps in your employment: |

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATION, TRAINING & QUALIFICATIONS**  Full - Time secondary education, Further education, Part - Time education, coaching qualifications | | | |
| School/College Name: | Dates: | Subject: | Qualification achieved: |
|  |  |  |  |

|  |  |
| --- | --- |
| **RELEVANT TRAINING COURSES** | |
| Please give the name of the organising body: | Please give dates and details of the qualification achieved: |
|  |  |

|  |
| --- |
| **EXPERIENCE** |
| Please give details of experience and any other information to support your application. (If more space is required please use additional paper.) |
|  |

|  |  |
| --- | --- |
| **REFERENCES** | |
| Please give the names and addresses of two referees. Include your present of last employer. We cannot accept references from relatives. | |
| Name:  Address:  What position do they hold?  Telephone number:  Email address: | Name:  Address:  What position do they hold?  Telephone number:  Email address: |
| Can a reference be obtained now?  YES /NO | Can a reference be obtained now?  YES /NO |

|  |  |
| --- | --- |
| **DRIVING LICENCE INFORMATION** | |
| Do you have a valid UK driving licence? | YES / NO |
| Do you have your own vehicle? | YES / NO |
| Any Endorsements? If yes please give details. | YES / NO |

|  |  |  |
| --- | --- | --- |
| **OTHER** | | |
| **Interview** | Please give any dates when you are NOT available for an interview |  |
| **Availability for work** | If this application is successful, please indicate the earliest that you would be able to take up employment with the company |  |
| **Holiday commitments** | Please detail any holidays that are booked for the next 12 months? |  |
| **Eligibility to work** | Are you eligible to work in the UK? YES /NO | Do you require a permit to work in the UK? YES / NO |

|  |
| --- |
| **DECLARATION** |
| I confirm that, to the best of my knowledge that the information provided in this application are true and correct.  I understand that misrepresentation, falsification or omission of factual information requested on this application form could result in the application being rejected or if employed, dismissal. |
| Signature: |
| Date: |