

Confidential

APPLICATION FOR EMPLOYMENT



Guidance Notes

To enable our equal opportunities procedures to operate efficiently, you are requested to submit your details on the application form provided. Since we want to give the same consideration to all applicants, we ask you ***not to submit*** a curriculum vitae, it will not be submitted to the selection panel.

Our recruitment procedures are based on gathering evidence that you have both the personal qualities necessary to fulfil and develop the role which we are offering, and that at this stage in your career you have achieved the required level of experience, knowledge and skills. We have set our requirements in both these areas in the ***job description*** and the ***person specification***. At the shortlisting stage we are particularly looking for evidence in relation to what you have achieved. We shall be able to explore your personal qualities and attributes in more detail if you are invited for an interview.

EMPLOYMENT REQUIRED		
Position applied for: Marketing Officer		

PERSONAL DETAILS		
Surname		Address
First Names		
Date of Birth		
Mobile Number		
Daytime Tel No (inc STD code)		
Email address		Postcode

To ensure that all applications are considered equally, we will not make the details you provide here available to the selection panel.

REFERENCES

Please give two referees to whom references may be made. One should be present or previous employers.

1)
Name

Address

Tel No

Relationship

2)
Name

Address

Tel No

Relationship

May these references be taken without further authority from you if shortlisted?

1. Yes/No

2) Yes/No

Do you hold a current full/provisional driving licence?
Please note this is NOT a requirement for this role.

Do you have access to a car?

I certify that the information given in this application is, to my knowledge, true and accurate. Furthermore I understand that the provision of false information will result in the termination of any offer or contract of employment.

Signature of applicant: _____ Date: _____

To ensure that all applications are considered equally, we will not make the details you provide here available to the selection panel.

IF POSTING, PLEASE MARK THE ENVELOPE 'CONFIDENTIAL' AND SEND THIS APPLICATION TO:

Christina Bulford

Exeter Phoenix
Bradninch Place
Gandy Street
Exeter
Devon EX4 3LS

Or email to:-

christina.bulford@exeterphoenix.org.uk

Subject line: Marketing Officer Application

EMPLOYMENT EXPERIENCE (Present/Most recent position)			
Name and Address of Employer			
Job Title		Is your present position your sole regular employment? (If no, please give details)	
Dates (from/to)			
Salary/Other Benefits			
Notice Due		Reason for seeking new position	
Major duties/responsibilities			

EMPLOYMENT HISTORY (Previous position(s) starting with most recent)				
Name of Employer	Job Title	Dates (from/to) (Month/Year)	Salary	Reason for leaving

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Please give details and an explanation of any gaps in your employment history:

EDUCATION AND QUALIFICATIONS (Secondary School/College/University, inc any current studies)				
Institute	Course/Subject	Dates (from/to)	Full/Part- time	Qualification & Grade

PROFESSIONAL AND TECHNICAL TRAINING/PROFESSIONAL MEMBERSHIP		
Other relevant training or work related skills (eg short courses, NVQ, languages etc)		
Professional Body	Grade of membership and whether by examination	Date

INFORMATION IN SUPPORT OF APPLICATION

This section enables you to give us specific information in support of your application. **We want you to demonstrate that you are able to meet all the essential criteria given in the person specification.** In relation to your personal qualities we would like you to briefly summarise your personal strengths.

Please give us specific examples of how your achievements satisfy our essential requirements. Please respond to each of the requirements in turn.

Please continue on the three sheets provided writing on one side only. Do not attach additional sheets, they will not be circulated to the selection panel.

Why have you applied for this post?

What specific personal qualities will you bring to the post?

Describe, using specific examples, how your achievements satisfy the required experience, skills and attributes, as detailed in the person specification.

INFORMATION IN SUPPORT OF APPLICATION (continued)

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