

**Application Form**

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| **Section 1: Personal Details** | | | | | |
| Name: | | | Address: | | |
| Title: | | |
| Daytime telephone: | | | Evening telephone: | | |
| Mobile: | | | e-mail address: | | |
| Role you are applying for:  **Communications manager** | | | | | |
| NI number: | | | | | |
| **Section 2: Education** | | | | | |
| Name of education establishment | | Qualifications taken and gained, including grade. (*Table can expand)* | | | |
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| **Section 3: Employment -** *please list chronologically, starting with your most recent employer. (Table can expand.)* | | | | | |
| Employer | Dates | Job title & responsibilities | | Achievements | Reason for leaving |
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| **Section 4: Suitability**  *Please tell us why you are interested in and suitable for this role. (Table can expand.)* | |
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| *Please outline any other information you feel is relevant to your application* | |
| **Section 5: References**  *Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. (NB. References will only be taken with your permission and if we wish to offer you a job).* | |
| **Reference 1** | **Reference 2** |
| Name: | Name: |
| Their position / job title: | Their position / job title: |
| Work relationship with you: | Work relationship with you: |
| Organisation: | Organisation: |
| Dates employed: | Dates employed: |
| Address (including post code): | Address (including post code): |
| Telephone number: | Telephone number: |
| e-mail address: | e-mail address: |
| **Section 6: Declaration**  *I confirm that the information provided in this application is both truthful and accurate and that I have omitted no facts that could affect my employment. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references.* | |
| **Signed:** | **Date:** |

*Please send your completed form by 12 noon on Monday 3 December 2018 to:* [*helen@miscarriageassociation.org.uk*](mailto:helen@miscarriageassociation.org.uk), *with “Communications manager post” as the subject title. The monitoring form should be sent to the same address.*