**EASTWOOD VOLUNTEER BUREAU**

**APPLICATION FOR EMPLOYMENT AS TREASURER**

**PLEASE COMPLETE IN BLACK INK OR TYPE AND RETURN TO:**

Mrs Rachel Laurenson

Manager

Eastwood Volunteer Bureau

Wellington Place

Eastwood

Nottinghamshire

NG16 3GB

**CLOSING DATE FOR APPLICATION**

**DATE OF INTERVIEW**

ADDITIONAL SHEETS MAY BE ATTACHED WHEREVER NECESSARY

Title (Mr, Ms etc) \_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present Occupation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you regard yourself as having a disability? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

National insurance number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where did you see this post advertised? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In order to pursue and implement our principle of equal opportunities, this top page will be omitted from the pages presented to the selection panel.**

**Please do not put your name on other pages or enclose a CV.**

Please give the name and address of two referees who you have known for at least two years. A past or current employer should be one referee.

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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TELEPHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Do you suffer any illness or disability which could affect your work? If yes, please give details:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**EDUCATION/TRAINING/QUALIFICATIONS (Gained or being studied for)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Secondary School/  College/University | Dates | | Qualifications | Grades | Date |
| From | To |
|  |  |  |  |  |  |

# RELEVANT NON-QUALIFICATION COURSES ATTENDED

|  |  |  |  |
| --- | --- | --- | --- |
| Organising Body | Course Details | From | To |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

PRESENT EMPLOYER

|  |  |
| --- | --- |
| Name and Address of Employer | Nature of Business |
| Present Salary/Wage  Grade |
| Name and address of Place of Work (if different from above) | Other Benefits |
| Job Title  If part-time please state hours worked per week | Responsible to |
| Date of Appointment  Notice Required | Reason for seeking other employment.  (If currently unemployed, please state reason for leaving last employment and give details.) |
| Brief Description of Duties | |

# PREVIOUS EMPLOYMENT

Please provide a FULL employment history including any periods of unemployment, with dates, names and addresses of ALL previous employers and establishments/units (where applicable).

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title  and Brief Description of Duties | To/From  Month/Year | Name and Address  of Employer | Reason for Change |
|  |  |  |  |

Please describe any experience you have which you feel is relevant to the job.

Please refer to the Job Description and Person Specification when completing this section.

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