

	<p>Confidential</p> <p><b>APPLICATION FOR EMPLOYMENT</b></p>
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<p>Post: <b>Administrative Assistant, Lucky Ewe</b></p>
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**PERSONAL DETAILS**

<b>Surname</b>	<b>First Names</b> (Underline the name you are usually known by)	
<b>Nationality</b>	<b>Country of Birth</b>	
<b>Permanent Home Address:</b>	<b>Contact Details</b>	
	Telephone No. ( <b>Home</b> ):	
	Telephone No ( <b>Mobile</b> ):	
	Daytime Contact Number:	
	Email Address:	
Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited for interview. Do you have the right to work in the United Kingdom?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If appointed, when could you take up the position?		

## EDUCATION, QUALIFICATIONS AND TRAINING

Please give details of your education, qualifications and training relevant to this post in date order to present:

Course Undertaken	Course Duration	Study Method	Qualification Or Result

## EMPLOYMENT HISTORY

Present Employment	
Name and Address of Employer:	Job Title:
	Date Started:
	Notice Required:
Brief Description of Duties and reason for wishing to leave:	

Previous Employment - please give most recent employer first		
Name of Employer:	Job Title and brief description of duties:	Dates from to

**INFORMATION IN SUPPORT OF YOUR APPLICATION**

<ul style="list-style-type: none"> <li>• Please describe the duties, tasks, and responsibilities you have undertaken in your previous employment in the context of clerical and administrative work.</li> </ul>
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- Please give details of your skills, knowledge and personal experiences you feel are relevant to the job profile and person specification.

- Describe any experiences you have had either participating, working or volunteering within a voluntary organisation or with a community group.

- We are keen to understand what attracts you to this post. Please explain why you wish to work with us at Lucky Ewe

- What would you bring as an individual to our team?

- Please share any other information you feel would support this application.

## REFERENCES

Please give details of two referees. Where you are currently in employment or have been in employment, at least one referee should be from your current or most recent employer.

Name:	Email:
Address:	Tel:
Employment referee <input type="checkbox"/> Personal referee <input type="checkbox"/>	Can we contact this referee now? Yes/No
Name:	Email:
Address:	Tel:
Employment referee <input type="checkbox"/> Personal referee <input type="checkbox"/>	Can we contact this referee now? Yes/No

## DECLARATION

I declare that the information I have given on this application form is correct. I understand that by giving false information or withholding information, which may be relevant, I may be excluded from the recruitment process or dismissed if appointed to the job. The post is subject to PVG checks.

Signature:

Date:

Please return your completed application form to: **recruitment@luckyewe.org.uk**

We will manage your personal information under the terms of our Privacy Policy, a copy of which is available from our website <https://luckyewe.org.uk>.