

4-6 Oxford Street, Workington, Cumbria, CA14 2AH
Tel: 01900 607208, west@peoplfirstcumbria.co.uk

Guidance Notes for filling in your Application Form

Page 1

Post applied for:

- Write the name of the position applied for.

Name:

- Write the name that you are most commonly known by.

Address:

- Write your full address and postcode.

Telephone number/Mobile:

- Write the numbers that we are most likely to get you on.

DOB:

- Your Date of Birth

Driving licence:

- Circle yes or no.

Access to a Car:

- Circle yes or no.

Have you every changed your name:

- Tell us if you have changed your name, if so from what, to what and why?

Rehabilitation of Offenders:

- Tell us if you have ever been convicted of a criminal offence, if so give details.

References:

- You must provide two references one of whom must be a current or most recent employer, failure to do so will invalidate your application.

Present employer:

- Tell us about where you work now of what was your last job, why did you leave and what did you do?

Employment History:

- Tell us about all of your previous jobs, you must not leave and period of time out, if you were unemployed you must include that. We may contact all of the employers listed to confirm the details.
What was your job title? What did you have to do? What was your salary? Why did you leave?

Membership of professional organisations and institutions:

- Are you a member of any professional body, (e.g. Unions, Associations)?

Work related training:

- Tell us about work related training courses (e.g. First Aid)

Health

- Tell us about any time off that you have had due to sickness in the last ten years. Give us dates and timescales, and reasons for leave
- Tell us about how many days off you have taken in the last year, why did you take time off?

Page 5**Education:**

- Tell us about your secondary education.
 - Dates
 - Exam results, dates and grades
- Tell us about your further education (as above)

Page 6**Additional information:**

- Tell us anything about yourself that you think we should know. Hobbies/interests, values and beliefs, likes and dislikes.

Personal Statement:

- Tell us why you are the right person for this job, what are you good at, what can you offer us? What makes you think that you are right for this job? This should be a truthful statement about you and your life.

Declaration

- Carefully read and sign the declaration to say that you understand the information.
- Sign and date the form.

If you need any further help filling in this form please call our
Office on 01900 607208