

Younghayes Centre
169 Younghayes Road
Cranbrook
EX5 7DR



01404 549045

APPLICATION FORM CONFIDENTIAL

POST APPLIED FOR:

HOW DID YOU LEARN OF THIS VACANCY?:

Notes to assist your application

1. You will notice that your personal details are requested on a separate sheet. Before shortlisting, these details are separated to ensure you are assessed solely on your ability to perform the job for which you have applied.
2. Application Forms and Personal Details are confidential to those involved in this Project and the Executive Committee of the Action East Devon.
3. Please take this opportunity to give as full a picture of yourself as possible. We are interested in everything you can bring to this job from your whole life experience, not solely your employment history.
4. We have asked for any previous convictions to be disclosed - this is because the nature of the work may involve potentially vulnerable people. However, any disclosure you make will only be considered after the shortlisting process and will then be assessed according to the individual conviction and job concerned. Please take the opportunity to say anything you need in support of your application - it will be treated as confidential.
5. Please fill in all sections of the form - we will not accept CVs.
6. Please complete in black ink and in block capitals (**only applies to hand written applications**) – as this form will be photocopied.
7. Please refer to the Person Specification

CURRENT OR, IF UNEMPLOYED, MOST RECENT EMPLOYMENT

Job Title and brief description of your duties / responsibilities

Date started:

Date Left:

Salary:

Employers name, address and telephone number:

Notice required:

Reasons for leaving:

PREVIOUS PAID EMPLOYMENT

continue on separate sheet if necessary

Employer	Job Title	From	To	Main Responsibilities

VOLUNTARY WORK *continue on a separate sheet if necessary*

We are interested in any unpaid work experience you feel is relevant. Please give dates and explain what skills and / or experience you gained. Remember membership of management committees, local groups etc, is unpaid work.

EDUCATION AND TRAINING *continue on a separate sheet if necessary*

Secondary Schools/Colleges	From	To	Qualifications Gained

OTHER FORMAL OR NON FORMAL TRAINING
eg, Training Courses, Evening Classes, Workshops etc with dates

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DO YOU HAVE ACCESS TO A CAR AND A FULL DRIVING LICENCE? **YES / NO**

INFORMATION IN SUPPORT OF YOUR APPLICATION

continue on separate sheet if necessary - no more than 3 additional A4 sheets

Please describe any life or work experience, skills or knowledge you have relevant to this post. Indicate how you feel you will be able to fulfil the expectations contained in the job description / person specification and what qualities and experience you think you can contribute.

NOTE:

Please ensure your **Personal Details Sheet and Equal Opportunities Forms** are returned with this application to Claire Morrison, preferably by email :

Claire.morrison@actioneastdevon.org.uk or by post to:

Action East Devon, Younghayes Centre, 169 Younghayes Road, Cranbrook,
Devon EX5 7DR