**APPLICATION FORM**

## Make sure that you complete all sections of the form. Of particular importance to us is section 6, which is intended to give you the opportunity to demonstrate your suitability for the post.

Type or use black ink.

**1 Post applied for:**

**2 Surname: Forename:**

**3 Address:**

**Telephone:**

**Email address:**

**4 Education and Training**

Give details of any relevant education and training, including dates of any qualifications gained:

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| --- | --- |
| Details of qualifications gained | Dates |
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5 Employment history

Present employment: (If freelance, give details of last contract)

Position:

Employer:

Address:

Date from:

Main duties:

Present salary:

Previous employment: (Continue on a separate sheet if necessary)

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| Dates  from/to | Employer | Salary | Position and duties |
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**6** **This section is your opportunity to sell yourself as the best person for the job.**

Bearing in mind the detailed job description and the person specification, tell us in your own words why you believe you are a suitable candidate for this position and what particular qualities and experience you would bring to the post if appointed. Continue on a separate sheet if necessary.

# 7 References

*List below two people whom we may approach for professional references. One of these should be your present employer if applicable. Referees will only be contacted if you are offered the position. All references will be strictly confidential.*

1 Name:

Position:

Address:

Telephone number:

2 Name:

Position:

Address:

Telephone number:

**8 Where did you hear about this post?** (Please be specific)

**9 Sign and date the form below:**

Signed: Date:

HOME (GMAC)collects personal information when you join us as an employee, apply for a job or work with us as a freelancer. We will use this information to manage the recruitment process, conform with employment or payroll legislation, report to funders on our workforce or to comply with other laws. HOME will not share your information with third parties for marketing purposes. For more information explaining how we use your information please see our privacy policy for employees, freelancers and artists at

<https://homemcr.org/about/policies/privacy/>.

**EQUAL OPPORTUNITIES MONITORING FORM**

To help HOME in the implementation of its Equal Opportunities Policy, we would be grateful if you would complete the return this form.

The completed form will be separated from your application form and the information you give will be kept confidential and will have no bearing on your application.

**1 Post applied for:**

**2 How did you learn of the vacancy?**

Website [ ] (please state which one) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email listings [ ] (please state which one) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other (please specify)

**3 Gender**

Female [ ] Male [ ] Other [ ]

**4 How would you describe your ethnic origin?**

African [ ] UK or Irish [ ]

Asian [ ] Other European [ ]

Caribbean [ ] Other, please specify

**5 What age group are you in?**

16-21 [ ]

22-29 [ ]

30-39 [ ]

40-49 [ ]

50-59 [ ]

60+ [ ]

**6 Do you have a disability?**

Yes [ ] No [ ] Prefer not to say [ ]

*Thank you for filling in this form.*