**APPLICATION FORM**

## Thank you for taking the time to apply to work at HOME.

## Make sure that you complete all sections of the form. Of particular importance to us is question 7, which is intended to give you the opportunity to demonstrate your suitability for the post.

Please do not send separate C.V.s with your application. These will not be considered.

Please can you also complete the attached equal opportunities form which can be found at

https://docs.google.com/forms/d/e/1FAIpQLSeTztmSYVBa0fwA\_kh71ZCA13LNow0\_mAyHp4zRfURpb52s4Q/viewform

**1 Post applied for:**

**2 Surname: Forename:**

**3 Which gender pronouns do you prefer?**

**4 Address:**

**Telephone:**

**Email address:**

**5 Education and Training**

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

|  |  |
| --- | --- |
| Details of qualifications gained | Dates |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

6 Employment history

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

Position:

Employer:

Address:

Date from:

Main duties:

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

|  |  |  |  |
| --- | --- | --- | --- |
| Dates  from/to | Employer | Reason for leaving | Position and duties |
|  |  |  |  |
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**7** **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.

# 8 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:

Email Address:

2 Name:

Position:

Address:

Telephone number:

Email Address:

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

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

Signed: Date:

Please ensure you also complete the separate equal opportunities form, the link for which is provided in the job pack.