

**Application Form**

Please return your completed application form to: [info@wellingtonorbit.co.uk](mailto:info@wellingtonorbit.co.uk) or post to Wellington Orbit, 1 Station Road, Wellington TF1 1BY

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| **Application for the post of** |  |
| **Where did you see this post advertised?** |  |

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| **First Name** |  | | |
| **Surname** |  | | |
| **Title** |  | | |
| **Address** |  | | |
|  |  | | |
| **Tel Home** |  | **Tel Work** |  |
| **Mobile** |  | | |
| **Email** |  | | |

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| **Do you have a current driving licence?** | **YES** |  | **NO** |  |
| **Do you have a suitable car available for work?** | **YES** |  | **NO** |  |

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| **Education**  Please give details of your educational history since the age of 11 years old. | | |
| **Date** | **Name of School or College** | **Examinations Taken, subject and grade** |
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| **Further Education**  Please give details of your educational history since the age of 11 years old. | | |
| **Date** | **Name of institution/university** | **Course and qualification gained** |
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| **Employment History (in date order)** | | | | |
| **Name of Employer** |  | | | |
| **Address of Employer** |  | | | |
| **Employed to/from** | | **Final Salary** | **Job Title** | **Duties** |
|  | |  |  |  |
| **Reason for leaving** |  | | | |
| **Name of Employer** |  | | | |
| **Address of Employer** |  | | | |
| **Employed to/from** | | **Final Salary** | **Job Title** | **Duties** |
|  | |  |  |  |
| **Reason for leaving** |  | | | |
| **Name of Employer** |  | | | |
| **Address of Employer** |  | | | |
| **Employed to/from** | | **Final Salary** | **Job Title** | **Duties** |
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| **Reason for leaving** |  | | | |
| **Name of Employer** |  | | | |
| **Address of Employer** |  | | | |
| **Employed to/from** | | **Final Salary** | **Job Title** | **Duties** |
|  | |  |  |  |
| Reason for leaving |  | | | |

**Please continue on a separate sheet if necessary**

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| **Notice**  How much notice does your current employer require? |

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| **Relevant experience**  Please list any unpaid or voluntary work and public duties relevant to this position. If necessary, please continue on a separate sheet. | | |
| **Date** | **Name of Organisation** | **Duties performed** |
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| **Supporting Information**  Please use the space below to show that you have the necessary skills and experience to meet the requirements of the post as described in the accompanying information pack. Please also explain why you would like this job.  Please continue on separate sheets if you wish to do so. |
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**Please continue on a separate sheet if necessary**

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| **References**  Please give below, the names and addresses of two referees. One of which should be your current or most recent employer. References will be taken up if applicant is shortlisted. | | | |
| **Work Reference?** |  | **Personal Reference?** |  |
| **Name** |  | | |
| **Position** |  | | |
| **Address** |  | | |
| **Telephone** |  | | |

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| **Work Reference?** |  | **Personal Reference?** |  |
| **Name** |  | | |
| **Position** |  | | |
| **Address** |  | | |
| **Telephone** |  | | |

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| **Eligibility to Work in the UK**  Every new member of staff will be asked for proof of eligibility to work in the UK under the Asylum and Immigration Act, and a copy will be retained on file. We can provide a list of required proofs. | |
| **Declaration** I declare that the information I have provided on this form is, to the best of my knowledge, complete and accurate. | |
| **Signature** |  |
| **Date** |  |