



Private & Confidential

FOR OFFICE USE ONLY
Number: INT

Application for Employment

Position applied for:

**=delete as appropriate*

PERSONAL INFORMATION		
Title	Forename(s)	Surname
Address (inc. postcode)		Home Tel
		Work Tel (If applicable)
Driving licence (full/provisional & number of years held)		
DECLARATION		
The details given on this form are correct to my knowledge and belief. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information.		
Signed.....		Date.....

FOR OFFICE USE ONLY	
Number:	

EDUCATION & TRAINING

Please give details of qualifications			
Subject	Level	Grade	Year

EMPLOYMENT HISTORY

Give details of your working experience, stating whether paid or voluntary, starting with your present or most recent employer and working backwards. Please give details of any periods of unemployment.			
Name, business, employer & address	Dates	Responsibilities and nature of work	Reasons for leaving

--	--	--	--

STATEMENT OF APPLICATION

Using the Person Specification and information on Tranmere Alliance as a reference, please use this space to tell us why you are interested in this post, emphasising your relevant experience and skills.

(Please continue on a separate sheet if necessary)

ADDITIONAL INFORMATION

Please use this space to tell us more about your interests and activities outside of work.

REFERENCES

Give details of two appropriate people whom we may approach for references who are not relatives. One of them should be your present or most recent employer. We may take up written and/or verbal references. References are only taken up when an offer of employment is made.

Present employer.

Address.

Tel Number.

Occupation.

Length of time candidate known by referee.

Relation of candidate to referee (i.e. line manager).

Name.

Address.

Tel Number.

Occupation.

Length of time candidate known by referee.

Relation of candidate to referee (i.e. line manager).



**Equal Opportunities
Monitoring Form**

Thank you for taking time to fill in this confidential which will be detached along with the first page of your application form and kept separately to the rest of your form. The information you have provided will help us to ensure that we achieve our aim of operating as an equal opportunity organisation.

1. Where did you learn of this post? (If it was an advertisement please state which newspaper)
.....

2. Are you (please tick)?
Male Female

3. Do you have a disability or a problem with mobility? (Please tick)
Yes No
If yes please describe your disability.
.....
.....

4. Please tick the box you think best describes your racial background.
Black & Others

- British Black African Indian
- Afro Caribbean Somali Pakistani
- Bangladeshi Chinese Vietnamese
- Cypriot Turkish

White

- UK European Irish Other European

If you think the categories above do not properly describe your racial origin you can use this space to state it yourself.

.....
Please send this form with your application.