

Job Application Form

Application for the post of:

Where did you see this post advertised?

Please complete this application form by hand

YOUR PERSONAL DETAILS: iCrossing is committed to Equal Opportunities. Personal information relating to name, address, age and nationality will NOT be used as criteria for short-listing.

Forenames:	Surname:	Title:
Address:		
Postcode:		Tel. Mobile:
Email Address:		Tel. Home:

Present post:	Present salary £	per annum
Brief description of duties:		
Name and address of employer:		
Period of notice required / date able to start:		

WORK RECORD including voluntary and unpaid work *(start with the most recent employer)*

Dates		Name and address of Employer and nature of business	Position held, reason for leaving and brief description of duties	Salary	
From	To			Start	Finish

KNOWLEDGE, SKILLS AND EXPERIENCE RELEVANT TO THE POST: This is the most important part of the application form as it tells us how your knowledge, skills, abilities and experience relate to each of the criteria set out in the job specification. Use these criteria as headings for your responses, giving clear examples (not just repeating) of any knowledge, skills and experience (gained through work, college, personal project, life) that are relevant to the post, including reasons for applying. *Use the continuation sheet if necessary.*

INTERESTS AND ACTIVITIES *(both within and outside the context of your employment)*

HEALTH

- 1) Please give details of illness/disabilities which might affect your work or safety at work, so that we may consider means of overcoming them.

- 2) Approximately how many days sickness absence have you had during the last 12 months?

- 3) Are you a smoker?

OTHER PERSONAL INFORMATION

- 1) Have you any unspent criminal convictions?

- 2) Have you ever left a job for any reason other than resignation or end of fixed term contract?
(If so, please give details)

- 3) Do you hold a Full UK British Driving Licence?

REFERENCES *(Name, address and position of two persons, including your existing or last employer, to whom reference may be made in support of your application concerning your professional ability and performance at work)*

(1)

(2)

May we take up these references immediately? Yes/No

Declaration:

I declare that the information given in this application is to the best of my knowledge true and accurate. I understand that if the information provided is false or misleading in any way, it will result in my application not being pursued.

Signed

Date

Please send completed application form to the address below. Any queries about this application should be addressed to jobs@icrossing.co.uk

CONTINUATION SHEET

Empty space for continuation of the application form.