

WORKING WELL TRUST

INFORMATION FOR APPLICANTS ON COMPLETING THIS APPLICATION FORM

Please read these notes carefully before you complete the application form.

General Notes

Completing an application form is the first step in the recruitment process which may lead to an interview and the possible offer of a job. It is therefore very important that you complete ALL sections of the application form as clearly and fully as possible. Please do not include your CV as this will not be included in the assessment of your application.

Please write clearly in black ink or type.

Personal

Please complete fully in block capitals.

You need to confirm that you are legally entitled to work in the UK without restrictions. A information sheet is enclosed with the application pack which gives further information on what documents you may need to provide to prove your entitlement.

Please note any special requirements you may have for the interview such as no stairs or preference for times.

Employment

Please give as much detail as possible.

If you are not in paid work but are doing voluntary work or are in training please enter details of the placement/course in this section.

Previous And/Or Any Other Employment

Please start with the most recent employment and continue on a separate sheet if needed. Please explain any gaps in your employment history.

Qualifications and Training Received

The first section should be used to list your formal qualifications and training certificates, for example from school or college.

The second section entitled "Workplace qualifications and Training" should be used to list the short term training courses you have completed, including those you may have completed outside of work such as whilst volunteering.

Please include any training gained through work or other activities which you feel are relevant to the job you are applying for and give as much detail as possible. Proof of any qualifications may be required at the reference stage.