



STRICTLY CONFIDENTIAL

APPLICATION FOR EMPLOYMENT WITH PEOPLE MATTER IW

People Matter IW, Units 1 and 2 Bernard Way, Riverway, Newport, Isle of Wight, PO30 5YL

Telephone: 01983 241494 Email: terribaker@peoplesmatteriw.org

PLEASE NOTE: a) Answer all relevant questions on the form
b) Please complete clearly in black ink or type
c) When completed, the form should be returned to the address above

APPLICATION FOR THE POST OF:

1. PERSONAL INFORMATION

Family Name: _____ First Name: _____

Address: _____

Telephone: _____ (Home) _____ (Daytime)

Mobile: _____ Email: _____

2. WORK EXPERIENCE

Name and address of present/most recent employer: _____

_____ Telephone: _____

Position held and brief description of duties: _____

Dates of employment: _____

Current/leaving salary: _____ Notice period required _____

3. PREVIOUS EMPLOYMENT (in chronological order and giving exact dates)

DATES FROM	TO	NAME AND ADDRESS OF EMPLOYER	TITLE OF POST HELD AND BRIEF DESCRIPTION OF DUTIES
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4. EDUCATION (In chronological order)

Name

Examinations Passed

Secondary
School

College/
University

Other course/
Training etc

5. INTEREST IN THE POST Please state briefly why you are interested in this post and what skills and experience you would bring to it.

(Continue on separate sheet if necessary)

6. CAR OWNER

Do you have a current full driving licence? *(delete as appropriate)* YES/NO

Are you a car owner? (or have daily access to a car) *(delete as appropriate)* YES/NO

7. PUBLIC DUTIES

Please give details of any public service duties which you are required to perform (e.g. JP, member of local authority, etc) _____

8. CRIMINAL CONVICTIONS

Have you ever been convicted of a criminal offence?
(delete as appropriate) YES/NO

If yes, details may be required from you in strict confidence.

9. How did you hear about this post _____

10. REFEREES

Name and address of two Referees. At least one should be a present or most recent employer. Please indicate in what capacity you know the referees.

1. _____ 2. _____

11. SUPPLEMENTARY INFORMATION

This is your opportunity to draw attention to aspects of your career, interests, voluntary activities, etc. relevant to this post and which may give additional weight to your application.

Continue on separate sheet if necessary

12. DECLARATION

I understand that the information given on this form is true and correct and understand that any deception could result in instant dismissal.

Signature of applicant _____

Date _____