# Application for Employment

## **We are committed to equality of opportunity in employment**

It is essential that this form is completed in full, and that the **experience** section is used to explain fully how your experience and skills meet the requirement of this post. You are also required to ensure that any gaps in career/education history are explained as this forms part of the vetting process for employment with CSW Ltd. **Please note that CVs will not be accepted as an application for this position.**

Please complete this application in ink or type

Post applied for Vacancy ref:

Location: Applicant number:

 (office use only)

Applicant initials: Where did you see this post advertised? Indeed Website

### Education - secondary/further or higher education

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| --- | --- | --- |
| School/college/university attended (name and town) | Qualification | Grade / Result |
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**Training/other qualifications** (please list any additional training/qualifications relevant to the post applied for)

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#### Present employment

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| Employer’s name:………………………………………….……. Position held:………………………………………………... Address: ………………….……. Date appointed:… …………………………………………… ……………………………………………………………….…….Salary/wage:….………………………………………………………………………………… Postcode: ……….…………. Notice period:………………………………………………… Department (if applicable): ……………………………………... Work telephone number: …………………………………… Major duties/responsibilities: |

**Previous employment** (most recent employer first)

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| --- | --- | --- | --- | --- |
| Employer’s name and address | Position held and reason for leaving | Date from | Date to | Grade/Salary |
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**References**

Please give three references, one of which should be your present or most recent employer, one a previous employer and one a personal reference. Referees will not be approached before an offer of employment is made if a cross is entered in the boxes next to the referee’s name.

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| --- | --- |
| Current/most recent (please delete) employer:Name: Address:………………………………………………………… Postcode: …………………………………………………….Tel no (during office hours):………………………………..Email address:……………………………………………….  | Personal (e.g. university/college/professional body):Name: Address:………………………………………………………… Postcode: …………………………………………………….Tel no (during office hours):………………………………..Email address:……………………………………………….  |
| Previous Employer; Name: Address:………………………………………………………… Postcode: …………………………………………………….Tel no (during office hours):………………………………..Email address:……………………………………………….  |

# Experience: Please ensure that you clearly evidence your experience, skills/abilities relevant to the post advertised in relation to the criteria specified in the job description and person specification

(Please use additional sheets of paper if needed)

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#### Reasons for applying for this post

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#### Duties outside of work (e.g. voluntary emergency services, civic duties)

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