# 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

|  |  |  |
| --- | --- | --- |
| School/college/university attended  (name and town) | Qualification | Grade / Result |
|  |  |  |

**Training/other qualifications** (please list any additional training/qualifications relevant to the post applied for)

|  |
| --- |
|  |

#### Present employment

|  |
| --- |
| 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)

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

**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.

|  |  |
| --- | --- |
| 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)

|  |
| --- |
|  |

#### Reasons for applying for this post

|  |
| --- |
|  |

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

|  |
| --- |
|  |