



Education/Training contd/

Any other relevant training courses or qualifications held:

**3 CURRENT EMPLOYMENT**

Job Title

Date Started

Present salary

Notice Required

Employer's name and address:

Tel No.

Duties and responsibilities

Reasons for seeking other employment

#### **4 PREVIOUS WORK EXPERIENCE**

Please outline work record over last 10 years with brief description of duties and responsibilities, giving details of dates, position held, employer and reasons for leaving

#### **5 ADDITIONAL INFORMATION**

Bearing in mind the detailed job description and person specification, please outline why you believe you are a suitable candidate for this position and what particular experience you would bring to the post if appointed. (Please continue on a separate sheet if necessary).

**6 GENERAL**

Please give details of any criminal convictions you have had, excluding any 'spent' under the Rehabilitation of Offenders Act 1974 (minor motoring offences should be ignored).

Have you been absent from work because of illness in the past 2 years? Yes/No

If yes, please state the number of days sickness taken.

What general interests do you have outside of work?

**7 REFERENCES**

Please give the names and addresses of two referees who know you in a professional capacity and who we can approach. One of which should be your current or most recent employer. All references will be kept in the strictest of confidence. References will only be taken up after interview and for the successful applicant.

Name:	Name
Address:	Address:

**I am happy for you to approach the referees above, if I am offered the post. To the best of my knowledge the information on this form is correct and I have not withheld any relevant information.**

Signed:

Date:

## EQUAL OPPORTUNITIES MONITORING

Sefton Park Palm House Preservation Trust is committed to the principle of Equal Opportunity and Access and aims to ensure that no potential or actual employee shall receive more or less favorable treatment on the grounds of gender, sexual orientation, age, race, colour, ethnic or national origin, disability, marital status or family responsibilities.

In order to assess the response to our job advertisements in the categories of gender, ethnic origin and disability, we would be grateful if you could answer the following questions and return the form with your application. Your response is confidential and will be used solely for monitoring purposes and separated from the application on arrival.

**Post applied for:**

**Are you Male / Female**

**Age:** under 25  25 – 34  35 – 44  45 – 54  55 – 64  over 65

**How would you describe your ethnic origin?**

**African/Asian/Caribbean/White/ European/Black European/Chinese/Irish/other**

**Please specify other:**

**Do you consider yourself to be disabled or deaf? YES / NO**

**If yes do you have any access requirements? For example do you need a sign language interpreter or do you need information in large print?**

**Where did you see this post advertised?**