

Education/Training contd/

Any other relevant training courses or qualifications held:

Details of membership of professional societies or institutions with dates

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, salary, employer and reasons for leaving

5 ADDITIONAL INFORMATION

With reference to 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?

Disability

Do you consider yourself to have a disability? YES/NO

If yes, please give details.

How can we assist with any special needs to enable you to attend interview or carry out your duties?

7 REFERENCES

Please give the names and addresses of two referees who know you in a **work** 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:

To the best of my knowledge the information on this form is correct and I have not withheld any relevant information. I acknowledge that dishonesty or the giving of incorrect information on purpose may render this application and any subsequent employment invalid and subject to summary termination.

I consent to you contacting my referees if I am successful at interview.

In accordance with the Data Protection Act 1998, I hereby authorise Sefton Park Palm House Preservation Trust to process the information contained in this application form for recruitment and selection purposes.

Signed:

Date:

Please note, to enable us to comply with our obligations under the Asylum and Immigration Act, you will be asked to provide written proof of your right to work in the United Kingdom, before any job offer is made to you. You will be given details of the original document or documents which are required at the appropriate time.

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

Where did you see this post advertised?