## The Balsam Centre

# **Application for Employment**

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| **Post Applied for: Bank Cleaner/Caretaker**  **Notes for completion:**  Please complete this form in  black ink or type script  Additional sheets may be attached.  Please complete all sections. |

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| **1. PERSONAL DETAILS** | |
| SURNAME: | FIRST NAMES: |
| ADDRESS: | HOME PHONE NUMBER:  WORK PHONE NUMBER:  EMAIL ADDRESS: |
| HAVE YOU A CURRENT FULL DRIVING LICENCE?  YES/NO | DO YOU OWN/HAVE ACCESS TO A CAR?  YES/NO |

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| **3. PRESENT/PREVIOUS EMPLOYMENTS AND VOLUNTARY WORK**  **(most recent first)** | | | |
| DATES  TO FROM | NAME & ADDRESS OF EMPLOYER | JOB TITLE & BRIEF OUTLINE OF RESPONSIBILITIES | REASON FOR LEAVING |
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| **4. INFORMATION IN SUPPORT OF YOUR APPLICATION** |

1. Please explain why you are applying for this vacancy and your reasons for considering a change of job (if currently employed).
2. Give details of relevant qualifications, experience (including voluntary work and courses attended).
3. What skills and personal qualities can you bring to this post? (Please refer to job description and person specification.) Continue on a separate sheet if necessary.

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| **5. INTERESTS** |
| What activities outside of work interest you? |

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| **6. CRIMINAL CONVICTIONS** |
| Do you have a criminal record, including any pending convictions? All information given will be used only to assess the applicants’ suitability for the post and that they will be considered on merit and ability. |

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| **7. REFERENCES** | |
| NAME: | NAME: |
| ADDRESS & TELEPHONE NUMBER | ADDRESS & TELEPHONE NUMBER |
| POSITION | POSITION |
| MAY WE CONTACT THIS REFEREE PRIOR TO INTERVIEW?  YES/NO | MAY WE CONTACT THIS REFEREE PRIOR TO INTERVIEW?  YES/NO |

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| **8. DECLARATION**  I declare that the information given on this application form is to the best of my knowledge true and complete. | |
| SIGNED | DATE |

Please return this form to: Jenny Sparkes The Balsam Centre, Balsam Park, Wincanton, Somerset, BA9 9HB. If you have any questions relating to this form please call on 01963 31842.

Registered Charity Number 1080719

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