



8 Rivières Avenue / 8 Rhodfa Riviere
Colwyn Bay / Bae Colwyn
LL29 7DP

✉mail@cvsc.org.uk

☎01492 534091

☎01492 535397

APPLICATION FOR EMPLOYMENT

Application for appointment of **Administration Assistant, Llandudno Office** _____

This form has been designed to tell us all we need to know about you at this stage. Please complete the form in black ink and block capitals.

Personal Information

Surname:	
Fornames:	
Title (Mr, Mrs, Miss, etc):	
Previous names if any:	
Address for communications:	
Daytime telephone number	

Are you subject to immigration control? YES / NO

Are you free to take up employment in the UK? YES / NO

Dates you are **not** available for interview :

Education

From GCSE or equivalent to degree level in chronological order

Establishment

Qualifications gained

Work experience

Please give details of your last three jobs. Any relevant posts held before then may also be mentioned. Please begin with your present or most recent position and then work chronologically backwards.

From	To	Name and address of employer	Description of duties and responsibilities and reason for leaving

Do you have any other relevant qualifications or skills (e.g. knowledge of a foreign language, a full driving licence, computer literacy, etc.)?

Have you any convictions under the Rehabilitation of Offenders Act 1974? YES/ NO

Depending on the position applied for, you may be asked to complete, and have accepted and verified, disclosure forms under the Criminal Records Bureau (CRB) check.

Have you made any previous applications to the Company? If so, when was this and what was the outcome?

Please give brief details of your main extra-curricular activities and interests.

Please use this space to say why you are interested in the post for which you have applied and mention anything else which supports your application.

If you are successful, when could you take your post?

If you are disabled or suffer from acute or chronic ill-health problem, please give details of any special arrangements you would require to attend interview.

Please give details of two referees, one of whom must be a previous employer, or if this is an application for your first job, your school teacher or higher or further education lecturer. Neither referee should be a relative or contemporary.

First referee

Second referee

Declaration

I declare that the information I have given on this form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

Signed: _____

Date: _____

Please return completed applications to:

CVSC
8 Rivières Avenue
Colwyn Bay
Conwy
LL29 7DP

By 21 September 2010

If you haven't heard from us by 24th September 2010, you have unfortunately not been shortlisted for interview. Thank you for your interest in our Organisation.