

Application Form

Gilbert White's House, High Street, Selborne,
Alton, Hampshire GU34 3JH
www.gilbertwhiteshouse.org.uk



Application for the appointment of:

Please complete your application in as much detail as possible, continuing on additional sheets if necessary.

1. Personal Details

Mr/Mrs/Miss/Ms

Surname:

First Name(s):

Address:

Telephone No: Home
Mobile

Work
E-mail

2. Present Employer

Name and Address of business:

Job Title:

Summary of key responsibilities and duties:

Present Grade/Salary/Wage:

Other Benefits:

Date of Appointment:

Notice Required:

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3. Education – Training – Qualifications

Secondary School/College/University (most recent first)	From	To	Qualifications gained (state level)	Grade	Date

4. Membership of professional Bodies (identify those obtained by examination)

Body	Qualification/Membership Status	Since

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5. Previous Employment and Work Experience

Please detail all previous work, whether paid or voluntary, which you have undertaken. Please enter most recent first. Continue on another sheet if necessary.

From - To month/year	Employer Name and Address	Job Title & Responsibilities	Reasons for leaving

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6. Specific Information in support of your application

Please explain why you are applying for the job and how your skills, experience and achievements are relevant to the job. We will be grading your application against the job description so please refer to this to help identify the skills, attributes and experience we are looking for.

Note: This section offers you an opportunity to express how relevant your past experience is to the job you are applying for so please take your time when filling in section 6. Where you talk about the skills you have gained remember to give examples of how you have used those skills and what you achieved. (Continue on additional sheets if needed.)

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7. Additional Information

Please give details of any additional information, not covered elsewhere, which will give strength to your application.

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8. References

Please give the names and addresses of two referees who know you and how you work. One of these should be your present employer/teacher/tutor, if applicable.

Referee 1

Referee 2

Name _____

Name _____

Address _____

Address _____

Telephone _____

Telephone _____

Email _____

Email _____

How do you know the referee?

How do you know the referee?

May we request a reference before making an offer of employment?

Referee 1 Yes / No

Referee 2 Yes / No

10. General

Please state where you heard about this vacancy:

Declaration

All the information given in this application is correct as far as I know. I understand that it will be treated as part of any subsequent contract of employment.

Signature:

Date:

Please return you application to: miriamtong@gilbertwhiteshouse.org.uk

Or by post to the above address marked for the attention of Miriam Tong, General Manager.

As an equal opportunity organisation we welcome applications from all sectors of the community.