



## JOB APPLICATION FORM

Please complete this form accurately, giving as many details as possible of your skills and experience relating to this job application. Shortlisting will be based on the information gathered from the form, read in conjunction with the person specification. You will be advised of the outcome of your application in writing.

Please ensure the finished form is printed out, signed, dated and returned to us either by hand or to the address given on the last page. We are unable to accept applications sent by email without a signature.

Please either type directly into this form using Microsoft EXCEL or print out and complete the form in Black ink and using BLOCK CAPITALS.

### GUIDELINES

Applicants will be treated in the same way whether they are external or internal candidates. Internal candidates should advise their manager that they have applied for another position.

### POSITION APPLIED FOR

Job Title:

National Insurance Number:

Where Did You See This Post Advertised?

### 1. APPLICANT'S DETAILS

Title	Surname	First Name/s

Home Address

Post Code

Telephone Numbers (MUST include full STD code)

Home

Work

Mobile

Email Address

Is there anything concerning your medical history or state of health that is relevant to your application?

YES\* / NO (\* If yes, please state)

**Are there any restrictions regarding your employment? (ie. Do you require a work permit?)**

**YES\* / NO** (\* If yes, please state and provide details in full)

Do you have any holiday outstanding?:

How much notice do you need to give to your current employer?:

**2. EMPLOYMENT RECORD**

Please start with you most recent employment. Briefly describe the main duties and responsibilities of your post.

If you wish to expand on specific areas of responsibility, please do so in section 5 : Experience & Skills

**1. Current / Most recent employer / organisation**

Name:

Address:

Job Title:

From:

To:

Brief Description of duties

Reason for leaving / changing:

**2. Employer / organisation**

Name:

Address:

Job Title:

From:

To:

Brief Description of duties

Reason for leaving / changing:

**3. Employer / organisation**

Name:

Address:

Job Title:

From:

To:

Brief Description of duties

Reason for leaving / changing:

**4. Employer / organisation**

Name:

Address:

Job Title:

From:

To:

Brief Description of duties

Reason for leaving / changing:

### 3. EDUCATION

Please tell us about your education and any other qualifications you feel are relevant to the post. Include any relevant courses which you are currently undertaking. Please start with your most recent.

<i>Name of School / College / Uni</i>	<i>Subject Studied</i>	<i>Qualification</i>	<i>Date Gained</i>

### 4. TRAINING

Please list any training you have received or courses which have did not lead to a qualification but which you feel are relevant to the post applied for.

<i>Training Course</i>	<i>Date</i>

### 5. EXPERIENCE & SKILLS

This section is for you to give specific information in support of your application. Please set the information out on a maximum of three sheets of A4 paper.

After reading the job description carefully, please consider to what extent you have gained the skills and experience necessary for the post. Your experience need not have been gained in paid employment and may include several interests relevant to the post. It is important that you give evidence of your achievement by giving examples to support your application. You may wish to use the headings in the person specification in order to set the information out clearly.

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**6. REFERENCES**

Please give name, address and position / occupation of at least two referees, one of which MUST be your previous employer. References will only be taken up for successful candidates. Testimonials or references from friends and relatives are not acceptable

1. Name:
Position:
Organisation:
Address:
Telephone Number:

1. Name:
Position:
Organisation:
Address:
Telephone Number:

1. Name:
Position:
Organisation:
Address:
Telephone Number:

**7. CRIMINAL CONVICTIONS**

Do you have any criminal convictions?	<b>YES* / NO</b>
*If yes, please provide details in full on a sperate sheet of paper. This should exclude any spent convictions under section 4(2) of the rehabilitation of offenders act 1974.	

**8. DECLARATION AND SIGNATURE**

The information supplied in this application form is accurate to the best of my knowledge.

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**Signed** **Date**

By signing and returning this application form, you consent to Viva Brazil using and keeping information about you provided by you - or third parties such as referees- relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for six months from the date of which you are informed whether you have been invited to interview, or six months from the date of interview.

**Thank you for your interest and good luck with your application!**