



T H E
F R I E N D L Y
T R U S T

Application for Employment Personal Information

Please complete the following information in full. The details you provide in this part of your application will not be used for shortlisting purposes.

Which post are you applying for?	
How did you hear about this vacancy?	

Title	
Full Name (including any middle names)	
Address	
Postcode	
Telephone Number	
Email Address	

	Please delete as appropriate
Do you hold a current driving licence?	YES/NO
Do you have access to a car which you can use at work?	YES/NO
Do you speak Welsh?	YES/NO
Have you applied for a position with us before?*	YES/NO
Do you have any convictions?*	YES/NO
*If yes please provide details:	

Name of current of most recent employer	
Job title	
Dates employed from-to	
Reason for leaving	
Brief description of duties	

Employment Record

Please give details of your complete working history, beginning with your present or last employment.

Please include any voluntary work you have done and explain any gaps in employment.

Employers Name, address & business type	Date from - to	Job Title & brief description of duties	Final Salary	Reason for leaving

Please continue on a separate sheet if necessary

Education Record

Please give details of qualifications obtained, including vocational courses.

Type of Qualification	Date obtained	Location	Grades (if applicable)

Please continue on a separate sheet if necessary

References

Please provide names and addresses of your two most recent employers, from whom we may request a reference. In some circumstances we may ask for additional referees.

Referee 1		Referee 2	
Name		Name	
Job Title		Job Title	
Address		Address	
Telephone No		Telephone No	
Email Address		Email Address	
Is this person your last / present employer?		Is this person your last / present employer?	

Declaration

I hereby declare that the statements contained in this application are true to the best of my knowledge. I understand that any deliberate false statement will render me liable to dismissal, if engaged.

Signature: _____ Date: _____