

Please return completed forms to personnel@8thday.coop or drop it off by the closing date.



Application for Employment

Post applied for	
Date	
Full Name	
Preferred Name	
Address	
Post Code	
Telephone	
Email	
National Insurance no.	
Date of Birth	

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Education and Qualifications

<u>School/College/University</u>	<u>Dates</u>	<u>Qualifications</u>	<u>Grades</u>

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Training

Include 'in service', professional, youth, basic, evening classes, adult education, formal distance learning etc.

<u>Details</u>	<u>Dates</u>	<u>Skills acquired</u>

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Employment History

Begin with your current/most recent job. Approximate dates will do.

Employer (name and address)	Position (brief note of duties)	Dates (from-to)	Reason for leaving

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Other Information in Support of the Application

We want to know why you will be a good worker in this position. We want to know about employment, hobbies, home-based work, voluntary activities, useful skills and wherever you may have acquired the skills. Please keep within this box:

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Do you have any accessibility needs that may affect you at work.
Please delete:

Yes/No

If yes, tell us how, and how we can support you to enable you to do the job.

Availability

You will be required to work a minimum of the hours detailed in the job description.

Please give details of your availability 8am-5pm Monday-Saturday. Let us know of any regular commitments, education, caring responsibilities, etc.

Criminal Record

Give details of any unspent criminal convictions that you may have (in accordance with the Rehabilitation of Offenders Act).

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References

We ask for two (one from your most recent employer or from education establishment). Please indicate if you do NOT want us to ask for references prior to interview:

Name	Name
Position	Position
Organisation	Organisation
Address	Address
Phone	Phone

I declare that the particulars given above are true to the best of my knowledge. I understand that should any be subsequently found to be false this may affect the continuation of my employment.

Signed.....

Date.....

Return this form to:

**Please return completed forms to
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closing date.**

Postal Address: Personnel, On the Eighth Day, 111 Oxford Road Manchester
M1 7DU