Please return the application to:

Venture Community association

103a Wornington Rd

London W10 5YB



***For photocopying purposes please use black ink when completing form***

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| **POST APPLIED FOR:** | **CLOSING DATE** |
| **SECTION A – Personal Details**  |
| **First Name:** | **Surname:** |
| **Address:** | **Contact Number:****Email:** |
| **Section B – Education and Training relevant to the position you are applying for** |
| **Schools, colleges etc attended since age 13 years** | **Dates month/year** | **Qualification** | **Date achieved** |
|  |  |  |  |
| **You will be required to provide evidence of qualifications if asked to interview Please specify any relevant training you have received or courses attended (give dates)**  |
| **Section C - Employment History *please start with your current or most recent job***  |
| **Employer’s name and address** | **Job Title** | **Dates** | **Reason for leaving**  |
| **From** | **To** |
|  |  |  |  |  |
| **Please explain any gaps in your education and employment**  |
| **Section D - References** *Please provide two referees covering at least, the past three years. Referees should not be**Friends, relatives or immediate colleagues. If this is your first appointment, one reference should be from**your head teacher, lecturer or similar. Referees will be contacted before an offer of employment is**confirmed* |
| **Name & Address** | **Occupation** | **Years known** | **Contact details** |
|  |  |  | **Tel:****Email:** |
|  |  |  | Tel:Email: |

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| **What period of notice is required by your present employer?** |

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| **Section E – Skills and Competence** *Please refer to the job description and person specification as this information is an important part of the selection process. This section provides the opportunity to describe your skills and suitability to the position you are applying for* |
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| **Section F – Rehabilitation of offenders Act 1974***This post is exempt from the Rehabilitation of offender’s act 1974. You are therefore required to disclose any criminal convictions. You must also include any cautions reprimands or final warnings* |
| Have you received a conviction, caution, reprimand or a warning which has been recorded on a police central record, (includes ‘spent’ and ‘unspent’ convictions) or has any information been held locally by police forces (this includes any traffic or public transport offences) that are grounds to be considered relevant **Yes/No**If yes please complete the self-declaration form (in the application pack) in detail and attach to this form. If your application is successful it will be checked against information from the disclosure and barring service. |
| **Section H – Declaration** |
| I confirm that the information given in the application is true and complete to the best of my knowledge. I understand that any offer of employment is subject to satisfactory references and DBS certificate. I can confirm I have not been disqualified from working with children, young people and adults. |
| Signature: | Date: |