## APPLICATION FOR APPOINTMENT

Please complete and return this form as PDF or Word doc by email to: jobs@hoxtonhall.co.uk

Alternatively you can return by post, addressed to:

Hoxton Hall,

130 Hoxton Street,

London N1 6SH.

Please ensure that in completing this application form you refer to **all the points** of the Person Specification. You can use continuation sheets, but **do not attach a C.V**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| **SURNAME** |  |
| **FORENAMES** |  |
| ADDRESS |  |
|  |
|  |
| **POST CODE** |  |
| HOME TELEPHONE |  |
| **MOBILE** |  |
| **EMAIL** |  |

### TITLE OF POST FOR WHICH

**YOU ARE APPLYING:**

|  |
| --- |
|  |

**PRESENT/ MOST RECENT EMPLOYMENT:**

Please give name and address of employer, salary, length of service, dates of employment, job title, description of duties, and state whether the job is full or part time – paid or voluntary:

|  |  |
| --- | --- |
| **JOB TITLE** |  |
| NAME & ADDRESS OF EMPLOYER |  |
| DATES OF EMPLOYMENT |  | **TO** |  |
| **SALARY****F/T or P/T** |  |
| **BRIEF DESCRIPTION OF DUTIES** |  |
| **REASONS FOR LEAVING** |  |

**PREVIOUS EMPLOYMENT:**

Give full details as requested above of previous work experience starting with the most recent:

|  |  |
| --- | --- |
| **DATES** | **JOB TITLE, RESPONSIBILITIES, SALARY & REASON FOR LEAVING** |
|  |  |
|  |  |

**EDUCATION, TRAINING AND QUALIFICATIONS:**

Give names and dates of schools, colleges, and **any** courses attended, plus details of qualifications obtained:

|  |  |  |  |
| --- | --- | --- | --- |
| **DATES** | **ESTABLISHMENT** | **COURSE** | **QUALIFICATION** |
|  |  |  |  |
|  |  |  |  |

**REFERENCES:**

Give names, telephone numbers and occupations/position of **two** persons from whom references may be sought with regard to your application. These references will not be sought until after a successful interview. One of these should be your most recent employer:

|  |  |
| --- | --- |
| **Name:**  | **Name:** |
| **Position:**  | **Position:** |
| **Organisation:**  | **Organisation:** |
| **TEL:**  | **TEL:** |
| **Email:** | **Email:** |
| **Address:** | **Address:** |
| **In what capacity are you known to this referee?** | **In what capacity are you known to this referee?** |

**GENERAL INFORMATION:**

|  |
| --- |
| **Please give details of any pre-booked holidays over the next 12 months:** |
|  **How many days have you been absent from work in the last 12 months due to illness?** |
| **Please list any convictions which are not “spent” under the Rehabilitation of Offenders Act (1974)****Do you have any impending court appearances? Yes / No** |
| **Is there any reason why you would not be comfortable undergoing an enhanced CRB check?** **Yes / No****If yes, please indicate why:** |
| **Are there any reasonable adjustments we can make to assist you in your application?** **Are there any reasonable adjustments we can make to the job itself to help you carry it out?**  |
| Are you entitled to work in the UK? Yes / NoWe will require you to bring along your passport to an interview. This will be photocopied for our records. |

**SUPPORTING STATEMENT:**

Please use this space to ensure that you have addressed all aspects of the person specification and use continuation sheets if necessary:

**I confirm that the information I have provided is accurate to the best of my knowledge and that any purposeful misrepresentation may result in the termination of employment contract or withdrawal of an offer of employment.**

**Signed: Date:**

**Thank you for completing this form. Please**