

Confidential

Application for Employment

Job role: Part-time Office Assistant

For completion and return to:

**The Manager, Letchworth Settlement,
229 Nevells Road, Letchworth Garden City, Herts, SG6 4UB**

By: 14th February 2019 (Closing Date)



Personal details

Surname..... Initials.....		Home Telephone No.	
Address		Mobile Telephone No.	
.....		Daytime Telephone No.	
..... Postcode			
Email Address			
Please state how you heard about the vacancy:		Current Driving Licence	Yes/No
		Vehicle Owner	Yes/No

Education and Employment

Please attach your Curriculum Vitae detailing your education history and full details of your current and previous employment to this form

Additional Information

Please write below any further information which you feel may support your application. Please continue on a separate piece of paper if necessary.

References

Please give the names and addresses of two people, not relatives, one of whom should be your present employer (or most recent employer if you are not currently employed). Unless you specify otherwise, references may be requested if you are being short-listed. **Please ensure that the contact details are completed in full and are up to date.**

Name:	Name:		
Address:	Address:		
.....		
.....		
..... Postcode:..... Postcode:		
Email:	Email:		
Telephone No:	Telephone No:		
Job Title / Relationship:	Job Title / Relationship:		
May we take up references without contacting you beforehand	Yes / No	May we take up references without contacting you beforehand	Yes /No

Membership of professional bodies

Please list below any Institution or Society of which you are a member, the class of membership, date obtained and state if by examination.

Please note that if you have not heard from The Settlement within 6 weeks of the closing date you should assume that your application has been unsuccessful