

CHAMBERS HAIRDESIGN

BASEMENT PARSONAGE CHAMBERS 3 PARSONAGE MANCHESTER M3 2HW

Confidential

Application Form

Please complete clearly in black ink or typescript. Do not substitute a CV for this application form.

Part 1 ABOUT THE POST

Post applied for

How did you hear about the vacancy?

Part 2 ABOUT YOU

Please use BLOCK CAPITALS

Surname

Forename

Title (*Mr/Mrs/Miss/Ms/other*)

Home Address (*including postcode*)

Correspondence address
(*if different from home address*)

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Telephone number (*home*)

Telephone number (*work*)

Telephone number (*mobile*)

E mail address

PART 3 ABOUT YOUR EDUCATION & QUALIFICATIONS

Dates		Educational Institution	Qualification with subjects and grades
From	To		

Please give details of any relevant professional qualification; including membership of any relevant professional bodies and any relevant job-related training that you have undertaken.

PART 4 ABOUT YOUR CURRENT EMPLOYMENT

Please give details of your present employment (or if unemployed, your last employment)

Name of employer

Address of employer (*including postcode*)

Fax No/E-mail address of employer

Job title

Pay (e.g. salary/wages, bonuses, etc)

Benefits (e.g. no of holidays etc)

Date started employment

Date left employment (if applicable)

Reason for leaving (if applicable)

Position held , nature of work and your responsibilities

Please give details of your availability/notice
period, if offered the appointment

PART 5 ABOUT YOUR PAST EMPLOYMENT

Please give details of other jobs you have held, starting with the most recent. Give a brief explanation for any gaps. Continue on another sheet if necessary.

Employer’s name and type of buisness	Dates		Job title	Reason for leaving
	From	To		

Time unaccounted for

PART 6 SUPPORTIVE INFORMATION (about your skills, knowledge and other attributes)

This section is used to provide information to support your application. You should show your suitability for the job by providing examples that:-

- Match the essential requirements set out in the job description / specification
- Try to give a specific, recent example of an achievement / action which shows how far you possess that skill / knowledge / attribute.
- Be precise about what you did and what the outcome was.

Continue on further sheets if necessary.

PART 7 REFEREES

Please provide the name, address and occupation details of two people who have agreed to provide references. These must be people who know you well, are not relatives and one must be your current or most recent employer. If you have just completed full time education please use a representative of your educational establishment.

Full name	
Occupation	
Address (including postcode)	
Fax Number	

Full name	
Occupation	
Address (including postcode)	
Fax number	

Referees will be contacted once you have accepted a provisional offer and not before. By returning this application form you are giving your permission for us to contact both referees at the stated time.

PART 8 ABOUT YOUR RIGHT TO WORK

Are you free to remain and take up employment in the UK? Yes ☐ No ☐

(You will need to provide proof of this before commencing employment e.g. provision of evidence such as passport or valid work visa)

Are you subject to immigration controls? Yes ☐ No ☐

If YES please give details

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PART 9**DECLARATION**

I declare that this application form has been completed by me and all the information I have goiven is true to the best of my knowledge and belief. I understand that if I have given any information I know is false or if I withhold any relevant information it may lead to my application being rejected or, if I have been appointed, to my dismissal.

Signature

Date