

## APPLICATION FOR EMPLOYMENT

Job  
Title:

**IMPORTANT NOTES: Please read the following notes before completing the form:**

SNAPS welcomes applications from individuals representing all parts of the community, and for all job types, including full-time, part-time and job sharing. Thank you for your interest in the above post.

Read the relevant information, particularly the Job Description and Person Specification before completing the form.

You can type directly onto the form.

Give all the information you can about yourself and tell us why you think you are suitable for the job

Return by email: [lucy@snapsyorkshire.org](mailto:lucy@snapsyorkshire.org) or by post: Lucy Owen, SNAPS, 42 Ridgeway, Leeds, LS20 8JA

### PERSONAL DETAILS

Your full name and postal address	Telephone Numbers Day: Evening: Mobile:
	Email:

### REFERENCES

We will take up references if you are shortlisted, unless requested otherwise. Please give names and addresses of two referees who know you well enough to comment on your suitability for the post. One of them must be your present or most recent employer. Please state in which capacity you know each referee. **An offer of employment will not be made until satisfactory references have been received.**

Give your former name if different from that above, to ensure we are asking for the correct reference.

Your Former Name and Job Title (if applicable)
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NAME OF REFEREE And JOB TITLE or STATUS (e.g. teacher, friend)	ADDRESS FOR CONTACT	MAY WE APPROACH THEM BEFORE INTERVIEW?	
Name: Status: Tel No: E-mail:		YES	
		NO	
Name:		YES	

Status: Tel No: E-mail:			
		NO	

## EDUCATION AND QUALIFICATIONS

Please give details of your education and qualifications.

EDUCATION AND QUALIFICATION DETAILS	RESULTS/ GRADES OBTAINED	WHERE OBTAINED	HOW OBTAINED (FULL TIME) (PART TIME) (CORRESPONDENCE)	DATE FROM	DATE TO

## PROFESSIONAL QUALIFICATIONS/MEMBERSHIP

QUALIFICATION/PROFESSIONAL BODY	LEVEL	DATE ATTAINED	CURRENT MEMBERSHIP STATUS

## TRAINING AND DEVELOPMENT

List all training courses undertaken including practical, in-house, commercial and special training courses. Include any apprenticeships, training schemes, evening classes and adult education.

COURSE AND TRAINING DETAILS	RESULTS/ GRADES OBTAINED	WHERE OBTAINED	HOW OBTAINED (FULL TIME) (PART TIME) (RESIDENTIAL)	DATE FROM	DATE TO

Do you have a current full driving licence?

## LANGUAGE SKILLS