**Position Applied for**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Details**

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Forenames(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you eligible to work in the UK? \_\_\_\_\_\_

**Education and Training**

| Schools/Colleges/  Universities | Dates  From | To | Qualifications obtained (including grade) |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Other qualifications/training courses relevant to this position

| Date | Qualification |
| --- | --- |
|  |  |

**Employment History**

| **Employer**  In date order | Dates  From | To | Position held |
| --- | --- | --- | --- |
|  |  |  |  |
| Summary of duties | | | |
|  | | | |
| **Employer**  In date order | Dates  From | To | Position held |
|  |  |  |  |
| Summary of duties | | | |
|  | | | |
| **Employer**  In date order | Dates  From | To | Position held |
|  |  |  |  |
| Summary of duties | | | |
|  | | | |

How many unscheduled days of work did you miss last year? \_\_\_\_\_\_

Period of notice required? \_\_\_\_\_\_

**About you**

Do you have any disability-related requirements that we need to take into account and make adjustments for should we invite you to an interview?

|  |
| --- |

What particular skills will you bring to this position?

|  |
| --- |

Is there any other relevant information you would like to add to support your application?

|  |
| --- |

**References**

Please provide the details of two people we can approach for a reference. One should be your current/last employer.

| Relationship to you |  |
| --- | --- |
| Name |  |
| Address |  |
| Email |  |
|  |  |
| Relationship to you |  |
| Name |  |
| Address |  |
| Email |  |

**Data Protection Act Declaration**

The information on the application form will be held and processed in accordance with the requirements of the Data Protection Act 1998.

1. I understand that the information is being used to:
2. Process my application for employment;
3. Form the basis of a computerised record on the recruitment system for processing and monitoring purposes;
4. Form the basis of a manual job file with other application forms and will be used for processing;

If appointed, form the basis of a manual and computerised employment record.  
I declare that the information provided on this form is true and complete to the best of my knowledge and belief. I understand that any false or omitted information may result in dismissal or other disciplinary action if I am appointed.

I declare that the information provided on this form is true and complete to the best of my knowledge and belief. I understand that any false or omitted information may result in dismissal or other disciplinary action if I am appointed.

Please note:  
All information received will be dealt with in confidence, consistent with our commitment to safeguard adults at risk.

The facts set forth in this application for employment are to the best of my knowledge, true and complete.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When completed please return with your CV and covering letter to:

Mike Griffin

Chief Executive Officer

Tools with a Mission

2 Bailey Close

Hadleigh Road Industrial Estate

Ipswich

IP2 0UD

Or email to: mikeg@twam.uk