

Application Form

Post applied for:

All applicants are advised to refer to the Guidance Notes before completing this form. Please do NOT attach a separate C.V.

1. Personal information

The recruitment panel will not see this information whilst short listing.

Last name:	
Other names:	
Home address:	
Preferred telephone contact number:	
Email address:	

Where did you see this post advertised?

.....

2. Applying for this post

What was it that attracted you to this position:

3. About your current or most recent employment

Please give details of past and present work. This can be paid, voluntary or work at home. Please start with the most recent.

Name and Address of current or last employer	Job title:
	Date appointed:
	Date left employment:
Briefly outline your main duties and responsibilities in the post:	
Reasons for leaving	

4. Your previous employment

Please start with your most recent, and continue on a separate sheet if necessary.

Dates		Employers name and address	Job title and main duties (please also give reason for leaving)
from	until		

5. Your Education, Training and Qualifications

Please tell us about any education and training (including relevant short courses) you have undertaken, and any qualifications you have gained. Please start with your most recent, and continue on a separate sheet if necessary.

Provider	From	To	Qualifications obtained	Grade(s)

6. Your skills and experience

Please read the Job Description and Person Specification. Use the space below to tell us about your relevant skills and experience (whether gained through work, volunteering or other parts of your life), matching it to the sections of the Person Specification. Continue on a separate sheet if necessary, but this section **should not** exceed two pages.

Skills and experience continued...

7. References

Please provide the names and addresses of two people who are willing to give references, one of whom must be your current or latest employer. Please detail the referees' relationship to you. Please note that referees will only be contacted after the interview stage

Referee 1		Referee 2	
Name:		Name:	
Address:		Address:	
Phone number:		Phone number:	
Email:		Email:	
Relationship to you:		Relationship to you:	

8. Declaration

I confirm that to the best of my knowledge the information I have provided in this application is correct.

Signature..... **Date**.....

Please return your completed application **clearly marked 'confidential job application'**, by the deadline advertised, to:

Maria Kildunne
 Healthwatch Stockport
 48 Middle Hillgate
 Stockport
 SK1 3DL

Or email maria@healthwatchstockport.co.uk the application form must be signed and **MUST** be received by the closing time and date [stipulated on the advert or website].