|  |
| --- |
| For office use only |

Application form

High Value Relationships Assistant (part-time, 12-month fixed term)

|  |
| --- |
| Please help us with our recruitment analysis by stating where you saw this post advertised **…………………………………………………………………………..** |

|  |
| --- |
| PERSONAL DETAILS |
| Surname: | Forename(s): |
| Address: |
| Telephone Nos (daytime and evening):  |
| Email address:  |

|  |
| --- |
| EDUCATION AND TRAINING |
| Name and address of schools/colleges/courses attended | Dates From/To | Examinations taken and results obtained (with grades) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| EMPLOYMENT (most recent first) |
| Name and address of employer | Dates From/To | Position held and duties undertaken (please include salary details) | Reason for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| EXPERIENCE |
| Please describe how you meet each of the criteria listed in the job and person specification, using examples from any paid, voluntary or other activities you have undertaken (no more than 800 words) |
|  |

|  |
| --- |
| REFEREES |
| Please give details of two referees (to include present or most recent employer, where applicable)We will not contact your referees without your permission |
| Name:  | Name:  |
| Position:  | Position:  |
| Address:  | Address:  |
| Tel. No.  | Tel. No.  |
| Email:  | Email:  |
| Relationship:  | Relationship:  |

|  |
| --- |
| OTHER INFORMATION |
| If successful, when could you take up this appointment? |
| Is there anything else you would like us to know? |
| The details described in this application and any supporting information is, to the best of my knowledge, true and complete. I understand that giving false information or failing to disclose relevant information may later render me liable to summary dismissal if I take employment with CPRE. I also understand that CPRE is permitted to hold personal information about me as identified on this application form as part of its personnel records and may disclose such information to third parties as part of the recruitment process. This applies to information held, used or disclosed in any medium.Signature: Date:  |

Have you remembered to tell us where you saw this role advertised (see page 1); this information helps us with our recruitment analysis?

Please email your completed application form to jobs@cpre.org.uk