# Job Application Form

Application for employment as: **Charity Administrative Officer**

Name:

Address:

Postcode:

Phone:

Email:

## **Education and training**

**Qualifications**

## **Employment history**

Present/previous employer:

Address:

Postcode:

Job title:

Duties

Length of time with employer:

Reason for leaving

*\*No approach will be made to your present employer or past employer before an offer of employment is made to you.*

Please tell us about other jobs you have done and about the skills you used and/or learned in those jobs:

Please tell us why you applied for this job and why you think you are the best person for the job:

Please tell us if there are any dates when you will not be available for interview

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name ……………………………………..…………………

Signature .................................................. Date …………………………..