



GREEN ESTATE

Candidate no:

APPLICATION FORM

PLEASE COMPLETE AND RETURN TO:

Sue Rose
Green Estate Ltd
Manor Oaks Farmhouse
389 Manor Lane
Sheffield S2 1UL

APPLICATION FOR THE POST OF:

POST No _____

Please ✓ if you would be interested in job share

Please note this is only applicable if two persons applying are interested in job share.

Notes:

- REFER TO THE GUIDELINES ON HOW TO COMPLETE THIS FORM.
- CV's CAN BE SENT ALTHOUGH THEY CANNOT REPLACE THE APPLICATION FORM.
- COMPLETE IN BLACK PEN OR TYPESCRIPT FOR COPYING PURPOSES
- ANSWER ALL THE QUESTIONS

1. PERSONAL DETAILS

SURNAME: _____

INITIALS: _____

ADDRESS: _____

TELEPHONE No: _____

Home: _____

Daytime: _____

POSTCODE: _____

(If appropriate)

2. PRESENT OR MOST RECENT EMPLOYMENT

EMPLOYER'S NAME AND ADDRESS

POST HELD:

DATES OF COMMENCEMENT AND LEAVING:

/

PERIOD OF NOTICE REQUIRED:

POSTCODE

Please give a brief description of the duties and responsibilities:

3. PREVIOUS EMPLOYMENT

FROM: MONTH/YEAR	TO: MONTH/YEAR	EMPLOYER	POSITION

4. TRAINING UNDERTAKEN/RELEVANT QUALIFICATIONS

DESCRIPTION OF COURSE(S) UNDERTAKEN AND RELEVANT QUALIFICATIONS OBTAINED (INCLUDING SPECIALIST IN-HOUSE TRAINING, SHORT COURSES ETC)	DATES

5. REFERENCES

Please give details of two people, not related to you, who may be approached for references as to your suitability for the post. One should be your present employer (last employer if not currently employed). The second should be someone who is able to comment on your work abilities.

1. NAME:

ADDRESS:

POSTCODE:

POSITION:

TELEPHONE No:

2. NAME:

ADDRESS:

POSTCODE:

POSITION:

TELEPHONE No:

6. CRIMINAL RECORD

(Please give details of any unspent criminal offences in accordance with the Rehabilitation of Offenders Act (Exceptions) Order 1975 and/or (Northern Ireland)

7. ADDITIONAL INFORMATION

Before completing this section, please read the enclosed person specification and guidance notes carefully. Use the requirements listed in the person specification as headings (eg Area A; Experience; Area B; Knowledge; Area C; Skills; Area D; Personal Qualities) and demonstrate how you meet the requirements by giving relevant details gained in employment or elsewhere. (Continue on back page and if required attach one additional sheet only).

I CONFIRM THAT TO THE BEST OF MY KNOWLEDGE THE INFORMATION GIVEN ON THIS FORM IS CORRECT.

SIGNATURE :

DATE: