



*Adur Voluntary Action – Where Community Happens*

The Old School House, Ham Road, Shoreham – By – Sea, West Sussex BN43 6PA

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## ***Application for Employment***

**Application for employment as: Chief Officer**

**Surname:**

**Other names:**

**Address:**

**Telephone:**

**Email:**

## **Employment history**

**Present employer:**

(or most recent if not currently employed)

**Address:**

**Job title:**

**Duties:**

**Rate of pay:**

**Dates employment began and ended:**

**Reasons for leaving:**

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

**Please describe the other paid jobs you have done, when you did them, and the skills you used or learned in those jobs:**

**Please describe any voluntary activities you have done, and the skills you have used or learned in these:**

### **Education and training with results of any examinations taken**

Please give details (including dates of attendance resulting qualifications) of all your education and training, including schools, further education, evening classes, trade and craft courses, higher education and short courses.

### **Personal statement**

Please tell us why you are applying, and give examples of the things you have done that make you particularly suited to the job. Attach a further sheet if necessary.

## Miscellaneous

If you have a disability, please tell us about any adjustments we may need to make to assist you at interview:

## Referees

Please give details of two referees, including the context within which they know you, how long they have known you, and how we can contact them. No approach will be made to your present employer before an offer of employment is made to you.

1)

2)

## Interview dates

**Are you available for interview on the dates given in the job description? Give details:** n/a during Covid-19 crisis.

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## Please 'sign' your application

I wish to apply for this post, and can confirm that to the best of my knowledge the information I have given is correct. I accept that provision of deliberately false information may prejudice my employment by AVA.

AVA requires a Disclosure and Barring Service (DBS) check only with respect to posts whose duties include working with vulnerable people. This requirement will be made clear in the job description, and any offer of employment will be conditional on the results. AVA aims to select staff on merit, and to give full consideration to individual circumstances. If you wish to provide information about convictions, please do so separately in a sealed envelope marked "Confidential to Chief Officer".

This application comprises 6 pages. If you include any extra pages, please mark them with your name.

Completed applications should be emailed to [jobs@adurva.org](mailto:jobs@adurva.org) or posted, marking the envelope as 'Confidential', to the address at the top of this form.

Name / Signature:

Date:

*Last updated 22/04/20*