

CAMPAIGN FOR TRADE UNION FREEDOM

APPLICATION FORM

PRIVATE AND CONFIDENTIAL

POSITION APPLIED FOR:

PLEASE STATE WHERE YOU SAW THE ADVERTISEMENT OR HEARD OF THE VACANCY:

PERSONAL DETAILS

1. SURNAME

2. FORENAMES

3. CONTACT DETAILS – ADDRESS

4. TELEPHONE NUMBERS

(HOME) (WORK).....

(MOBILE)

Please indicate the number you would prefer to be contacted on.

5. EMAIL ADDRESS

6. TWO REFEREES

Please provide the name, address, contact number and email address of two referees. If you have been in employment please include your present or most recent employer. Please state if you require notice before a reference is requested.

1. 2.

7. ELIGIBILITY TO WORK IN THE UK

If successful in your application, you will be asked to produce a document which confirms your eligibility to work in the UK. Can you produce an original document which shows:

- Your National Insurance Number (not a temporary number)
- Passport
- National Identity Card from a state in the European Economic Area Agreement
- Or any other document (eg a stamped passport) which states your eligibility to work in the UK

YES/NO (Please delete as appropriate)

8. DATA PROTECTION

Information given in this application will be controlled under Data Protection legislation and will be used for the purposes of recruitment within the organisation. Should your application be successful, the information will then be used for your staff record and for payroll purposes. May we have your permission to process the information both manually and automatically for these purposes?

YES/NO (Please delete as appropriate)

9. DECLARATION

I confirm that the information given in this form and in other documents provided with my application is correct and any misleading or falsification of information may be proper cause for rejection or, if employed, cause for dismissal.

SIGNED..... **DATED**.....

For internal use:

Candidate Number:

Date of Receipt of Application:

10. EDUCATION/TRAINING/QUALIFICATIONS

Please give full particulars of education/training/qualifications.

<u>Name of Institution</u>	<u>Attendance Dates</u>	<u>Qualification Obtained</u>

11. WORK EXPERIENCE/EMPLOYMENT HISTORY

Starting with current/most recent please give full details of employment history, paid or unpaid, stating name and address of each employer/organisation, dates, position held, nature of duties and reason for leaving. Please include any voluntary or community work.

Please account for all gaps in employment history.

<u>Name and Address of Employer/ Organisation</u>	<u>Dates</u>	<u>Position Held</u>	<u>Nature of Duties</u>	<u>Reason for Leaving</u>

12. EXPERIENCE RELEVANT TO POST

With close reference to the Job Description, please use the Person Specification to give an account of experience, skills and training you have which meet the requirements of the post.

13. ADDITIONAL COMMENTS IN SUPPORT OF APPLICATION

You may use this section for any general statement, comment or example of your work that you think is relevant to your application for this post.

Please return completed form to: CTUF at 1 Islington, Liverpool, L3 8EG or by email to info@tradeunionfreedom.co.uk by **5pm on Friday, 23rd January 2015** with the subject heading Project Support Officer.
