

APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

Position applied for: Clinical Manager – The Minster Centre at Eaves

You are advised to read this application form and all the accompanying documents thoroughly before starting to complete this form. Please fill in each section, *demonstrating* how your skills and experience meet the person specification for the post. If you include a CV you must accompany this with a statement of a maximum of three sides of A4, *demonstrating* how your skills and experience meet the person specification.

CLOSING DATE FOR RETURNED FORMS:

Your application must reach us by **noon on Tuesday 27th July**. You may return your application by email to joanna@minstercentre.org.uk or by fax on 020 7644 6241 provided that it arrives by this deadline. You will be asked to provide a signed copy if you are subsequently shortlisted. Applications can be sent by post to Recruitment, The Minster Centre, 20 Lonsdale Road, Queen’s Park, London NW6 6RD.

Name.....

Address.....

Post Code..... E-mail

Phone: *day*.....*evening*.....*mobile*.....

After you have completed this form, please sign and return to the Minster Centre.

I declare the information given on this form is correct to the best of my knowledge.

Signed..... Date.....

Starting with the most recent, please list the jobs, training, education and voluntary work you have undertaken. Indicate whether part-time or full-time, paid or voluntary work.

Dates	Job / Course / Activity	Employer / college / organisation

If necessary, continue on a separate sheet

Please *clearly demonstrate* how you meet the requirements for the job, relating your skills and experience to each area of the person specification. Write / type on one side only and use additional pages if necessary (adding no more than 2 additional sides).

Please give details of two referees. One should be your current or most recent employer who can comment on your work, paid or unpaid. We will only take up references after interview and will inform you when we will do so.

Name.....

Address.....

.....

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Telephone number.....

In what capacity do you know him/her?

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Name.....

Address.....

.....

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Telephone number.....

In what capacity do you know him/her?

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If applicable, how much notice do you have to give your present employer?

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Please give details of any professional membership relevant to the post

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If there are any other points you wish to raise in support of your application or information you think we should know to enable us to support you to do the job, please attach an additional sheet detailing these.