

Application No.....

APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

POSITION APPLIED FOR: The Minster Centre Psychotherapy & Counselling Service (MCPCS) Administrator

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 and job description for the post. Please do not include a CV with your application.

CLOSING DATE FOR RETURNED FORMS:

The closing date for this post is 6pm on **Thursday 26th April 2018.**

You may return your application by email to our Operations Manager: justine@minstercentre.org.uk so 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 Justine Walsh, 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 your employment

Indicate whether part-time or full-time.

(Note: space expands as you type)

| Date From - To | Name of Employer | Post held and brief summary of duties | Reason for leaving |
|-------------------|---------------------|---------------------------------------|--------------------|
| | | | |

Please give details of any voluntary work undertaken

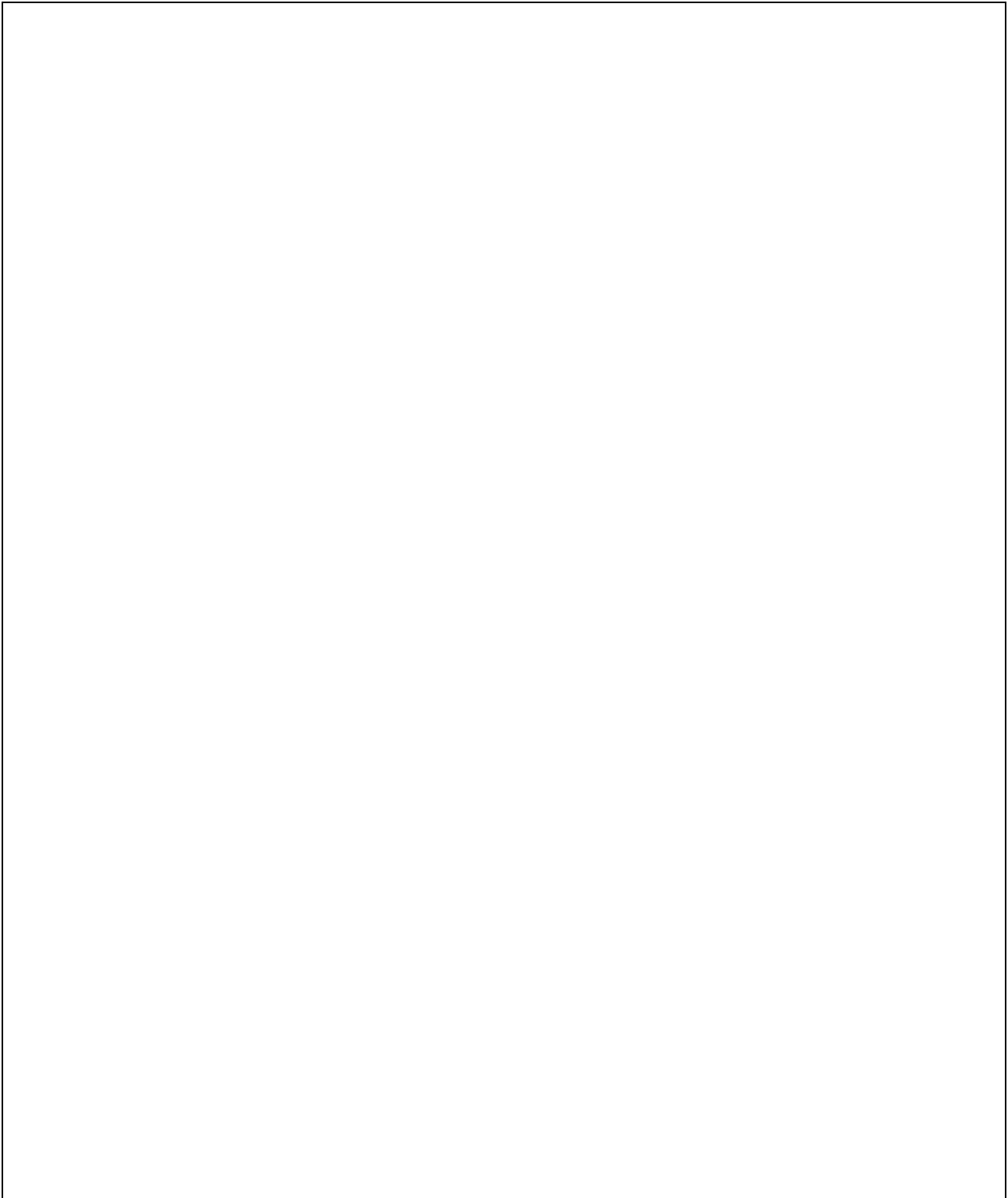
| Date From - To | Name of Employer | Post held and brief summary of duties | Reason for leaving |
|-------------------|---------------------|---------------------------------------|--------------------|
| | | | |

Please list your educational and professional qualifications and any post qualification training undertaken, using separate sheet if necessary

| Dates | Name of Education Facility | Course title | Qualification |
|-------|-------------------------------|--------------|---------------|
| | | | |

This is the most important section of your application.

Please *clearly demonstrate* how you meet the requirements for the job, relating your skills and experience to each part of the person specification. (Note: the space expands as you type – you may take up to 2 sides of A4 for your answer).

A large, empty rectangular box with a thin black border, occupying the majority of the page below the instructions. It is intended for the applicant to write their response to the job requirements.

Please complete the separate criminal declarations form and return it with your application.

Please give details of two referees who know you in a professional capacity.

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:

Telephone number:

Email:

In what capacity do you know him/her?

Management:

Name:

Address:

Telephone number:

Email:

In what capacity do you know him/her?

Management:

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

Do you have any relationship with any staff or students at The Minster Centre?