

APPLICATION FORM

Continuation sheets may be attached

Application for the post of:	
Where did you see the position advertised?:	

Personal Details

Surname:		Forename(s):	
Title: (Mr/Mrs/etc)		NI Number:	
Address:		Home telephone:	
		Daytime telephone:	
		Mobile telephone:	
Post Code:		Email address:	

Present/Last Employer

Job Title:		Current/Last Salary:	
Date Started:		Date Left (if applicable):	
Name and Address of Employer:		Reasons for leaving/wanting to leave:	
Notice required:			
Outline of Duties:			

Education/Training/Qualifications (most recent first)

School/College/ University	Dates		Qualifications Taken/To Be Taken	Level/Grade	Date of Exams
	From	To			

Relevant In-House Training/Learning

Course/Event Details	Duration	Approx. Date

Membership of Professional Bodies:

Previous Employment (permanent, temporary & voluntary – most recent first)

Employer	From	To	Position Held	Reason For Leaving

Relevant Experience

Using the job description and person specification, outline how you meet the criteria for this position (for example, giving details of any work experience, voluntary work and the skills or competencies you have gained, which will support your application)
(Continue on a separate sheet if necessary)

Declarations

Statement as to general health:

If you have a disability are there any arrangements which we can make for you, if you are called to interview and/or a work-based exercise?

If Yes, please specify (e.g. ground floor venue etc):

References

Please provide details of two referees, not relatives, of whom one should be your line manager in your present organisation (or last organisation if not presently employed), or for applicants leaving full time education, Head of the School, College etc

Name:

Address:

Telephone Number:

Email address:

In what capacity do you know the above?

May we approach this referee before interview? *(Please circle as appropriate)*

Yes / No

Name:

Address:

Telephone Number:

Email address:

In what capacity do you know the above?

May we approach this referee before interview? *(Please circle as appropriate)*

Yes / No

The information given is true and accurate to the best of my knowledge and belief:

Signed:

Dated:

Please return this form to:

**Samantha Aughton
Money Matters FS Ltd
5 Park Street
Weymouth
Dorset
DT4 7DQ**