



APPLICATION FOR THE POST OF _____

Section 1: PERSONAL DETAILS

Surname		Title / Pronoun	
First Name(s)			
Address			
Phone Numbers			
Email			

Section 2: EMPLOYMENT

Name & Address of Employers	Position Held	From	To

Section 3: EDUCATION

Name & Address of School / College	Examinations Taken	Grade

Section 4: REFEREES

1 Current or Last Employer

I am happy for you to / please do not contact this referee at this time.

Name	
Position	
Capacity in which Known	
Address	
Email	

2 Other Referee

Name	
Position	
Capacity in which Known	
Address	
Email	

Section 5: DO YOU HAVE A CRIMINAL RECORD? YES / NO

Due to the nature of the work, even spent convictions must be declared and The Criminal Records Bureau will carry out checks on successful applicants. If **YES**, please provide details below or on a separate sheet in sealed envelope marked **“IN CONFIDENCE”**.

Date of Offence	Nature of Offence	Date Conviction Spent

Please continue or provide any other relevant information on a separate sheet/enlarge text boxes if required.

Section 6: RELEVANT QUALIFICATIONS AND/OR TRAINING

Section 7: BRIEFLY EXPLAIN WHY YOU WISH TO BE APPOINTED TO THIS POST

Section 8: INTERESTS AND HOBBIES

Section 9: PLEASE OUTLINE ANY DISABILITY, HEALTH ISSUES OR PERSONAL CIRCUMSTANCES WHICH YOU MAY WISH TO BE TAKEN INTO ACCOUNT

Section 10: DATE AVAILABLE TO START WORK _____

Section 11: DECLARATION

The information contained in this application form is, to the best of my knowledge, correct. I undertake to inform the Calvert Trust of any changes that may affect my application. I understand that information given will be checked, and in the event of my being employed, if any information is subsequently found to be false, it may result in immediate dismissal.

SIGNED _____ **DATE** _____