

# employment application

your home, your choice

job title

post no.

closing date

## personal details

surname

forename(s)

preferred title (eg Mr, Mrs, Ms, Dr)

date of birth

address

postcode

telephone no. (home)

(work)

can we contact you at work?

yes / no

mobile

do you hold a current full valid driving licence? yes / no

## present / most recent employment (delete as appropriate)

job title

date of appointment

salary

other benefits

summary of responsibilities

name and address of employer

nature of business

telephone no:

date left / length of notice required

to whom do you report? (name and position)

## membership of professional bodies

name of organisation(s)

level of membership

date of registration

## employment application, continued

**training** please give details of any training you have completed, which may be relevant to your application

date and length of course

organising body

course title and details

## education and qualifications

from

to

name of establishment  
attended

qualifications

(please give details of course  
of study and grades attained  
or exams to be taken)

grades

dates

## previous employment

from

to

employer

position held

salary

reason  
for leaving

**experience**

Please give your reasons for making this application, relating your qualifications, any voluntary work undertaken, experience and personal attributes to the position for which you are applying. Additional pages may be used if necessary.



## references

Please give the name and address of two persons not related to you (one of whom should be your present or last employer), from whom Wulvern Housing may obtain information relating to your application. If you do not wish either referee to be approached at this stage, tick the box alongside their name.

name <input type="checkbox"/> address _____ _____ _____ telephone no. position	name <input type="checkbox"/> address _____ _____ _____ telephone no. position
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## canvassing

Any approach to Wulvern Board Members or other employees to influence a selection decision will disqualify you.

are you related to a Board Member or employee of Wulvern Housing?      yes / no

if yes, please state names and relationships

\_\_\_\_\_

\_\_\_\_\_

are you a Wulvern tenant?      yes / no

\_\_\_\_\_

## declaration

I certify that the information given on this form is true to the best of my knowledge.

signed \_\_\_\_\_ date \_\_\_\_\_

Completed application and monitoring forms should be returned to:

**Human Resources Section**  
**Wulvern Housing**  
**Wulvern House**  
**Electra Way**  
**Crewe**  
**Cheshire CW1 6GW**

No acknowledgement of this application will be issued unless you enclose a stamped addressed envelope, however, Wulvern Housing will write to you when inviting you for an interview, or informing you that your application has been unsuccessful.

We are a charitable Industrial and Provident Society