*Job Application form*

*Closing date: June 26th*

*Interviews: 4th July*

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| Post applied for: |  |
| First name |  |
| Family name |  |
| Address |  |
| Postcode |  |
| Phone |  |
| Email: |  |
| Where did you hear about the job? |  |

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| --- | --- | --- |
| **Employment and volunteering**  Please tell us about **relevant** work you have done in the UK or abroad, whether in a paid or volunteer capacity, formally and informally.  Start with the most recent. | | |
| Dates | Employer, location | Job Title & Main Duties/ Responsibilities |
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| **Other experience**  Is there anything else you have been doing in the last few years that you would like to tell us about - for example, travel, special interests, or family responsibilities. |
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| **Your relevant skills, knowledge, experience, and motivation.**  Please tell us why you want this role and what skills you have that would make you a good fit. |
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| **Referees**  Please give details of two people who can comment on your suitability for this post. One of them, where possible, should be your present or most recent employer.  References will only be taken up if you are successful at interview.  We will then formally offer you employment only if we receive satisfactory references. | | | |
| Referee 1 | | Referee 2 | |
| Name |  | Name |  |
| What they do |  | What they do |  |
| How you know them |  | How you know them |  |
| Address |  | Address |  |
| Phone |  | Phone |  |
| Email |  | Email |  |

**Prevention of Illegal Working**

Sections 15 – 26 of the Immigration, Asylum and Nationality Act 2006 require all employers to make basic document checks on every person, to verify that they are entitled to work in the UK. Therefore, if you are successful in gaining employment, you will be asked to produce documentation before starting work.

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| **Signature and Data Protection**  I confirm that the information set out in this application is, to the best of my knowledge, true and complete. I understand that any false statement may disqualify me from employment. I also agree that the Application Form and Equal Opportunities form can be stored and processed in accordance with MCoS’ Data Protection Policy. | |
| Signature |  |
| Date |  |

*Please return completed applications by email to;* [*Manchester@cityofsanctuary.org*](mailto:Manchester@cityofsanctuary.org)