

# The St Werburghs Centre

## Application Form

Please complete and return to Alison Saunders Finance & HR Manager

[alison@stwerburghs.org.uk](mailto:alison@stwerburghs.org.uk)

St Werburghs Community Centre, Horley Road, St Werburghs, Bristol BS2 9TJ

Closing Date: As soon as possible



**Application for Post of: Centre Assistant – Communications & Outreach Focus**

**Ref: SWCAKS1C&O**

### PERSONAL DETAILS

Name:	
Address:	
Post Code:	
Contact telephone numbers:	Daytime:
	Evening:
	Mobile:
Email:	

*We shall use these with discretion.*

### Education and Training:

Please only include information that is relevant to the post.

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**PRESENT OR MOST RECENT EMPLOYMENT**

Employer's Name and Address:	
Post Code:	
Position held:	
Start Date:	If you have left the above post, date of leaving: Reason for leaving:
Current/final Salary:	
Please give a brief description of the duties and responsibilities:	

**Previous Employment:**

Please tell us about other jobs you have done and about the skills you used and/or learned in those jobs:

Please only include information that is relevant to the post.
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**Please tell us why you have applied for this job and why you think you are the best person for the job.**

Please continue, if needed

Where did you see the job advertised?

**References:**

**References:**

(Please include your current or most recent employer and previous employer)  
References should not include members of your family.

Current/most recent Employer:	2 <sup>nd</sup> Referee
Name:	Name:
Position:	Position:
Organisation:	Organisation:
Address:	Address:
Post Code:	Post Code:
Tel:	Tel:
Fax:	Fax:
Email:	Email:

References will be checked after the interview when we offer you a job. The job offer will be conditional until the references have been received.

Do you have any convictions or conditional cautions which are currently unspent under the Rehabilitation of Offenders Act 1974? (declaration subject to the Rehabilitation of Offenders Act 1974)	Yes / No
Please give brief details:	

All applicants will be required to provide proof of the right to work in the UK before starting a job. Applicants must either be EU nationals or hold a current permit that will enable them to work in the UK.	
Are you entitled to work in the UK?	Yes/No

I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.	
Signature:	Date:

