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**St Werburghs**

**Community 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: **Monday 24th March 2025, 12 midnight**

**Application for Post of: Centre Assistant**

**PERSONAL DETAILS**

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

*We shall use these with discretion.*

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| **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:

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| 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:**

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

|  |  |
| --- | --- |
| Current/most recent Employer: | 2nd Referee |
| Name: | Name: |
| Position: | Position: |
| Organisation: | Organisation: |
| Address:  Post Code: | Address:  Post Code: |
| Tel:  Fax:  Email: | Tel:  Fax:  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.

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| Have you ever been convicted of a criminal offence? Yes / No  (declaration subject to the Rehabilitation of Offenders Act 1974)  Please give brief details: |

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| 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 |

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| 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: |