



GUIDANCE NOTES FOR COMPLETING YOUR APPLICATION FORM

Important information – please read

- i) It is our intention to appoint the best candidate for every vacancy and to do this fairly we need all applicants to provide relevant information about themselves. This information should relate directly to the requirements of the job, which are listed in the enclosed Person Specification, and which are regarded as essential in order to work effectively in post.
- ii) Your application form should provide us with as much relevant information as possible.
- iii) Please complete all sections of the form. It may be helpful to do a rough draft first. Please write as clearly as possible.
- iv) Section 4 of the form asks for relevant training and qualifications. We do not need a full account of your education here but please mention qualifications and/or training which are necessary or relevant to the job.
- v) Section 7, Additional Information is the most important part of the form. You should refer to the Person Specification and provide detailed information under appropriate headings so we can make an assessment of your suitability.

If you do not use headings the interview panel may have difficulty in determining your suitability for the post.

- vi) You must complete the application form in full so that we can receive the same type of information from all applicants and so that you directly address the requirements of the job.



APPLICATION FORM

Candidate No

you're better off with us

<p>PLEASE COMPLETE AND RETURN TO:</p> <p>karen@enterprisecreditunion.org CEO Enterprise Credit Union Wynsford Hall Lane Huyton L36 6AX</p>	<p>APPLICATION FOR THE POST OF:</p> <p style="text-align: center;">COMMUNITY DEVELOPMENT OFFICER</p>
	<p>CLOSING DATE: 31ST July 2022</p>
<p>NOTES: CANDIDATES INVITED FOR INTERVIEWS WILL BE NOTIFIED BY MONDAY 15TH AUGUST - INTERVIEWS WILL BE HELD WEEK COMMENCING MONDAY 22ND AUGUST.</p> <p>* REFER TO THE GUIDANCE NOTES ON HOW TO COMPLETE THIS FORM * COMPLETE IN PEN OR TYPESCRIPT FOR COPYING PURPOSES * DO NOT ATTACH A CV AS IT WILL NOT BE CONSIDERED * ANSWER ALL QUESTIONS</p>	

1. PERSONAL DETAILS

SURNAME		INITIALS	
ADDRESS		DAYTIME CONTACT	
		MOBILE	
		EMAIL	
POSTCODE			

2. PRESENT OR MOST RECENT EMPLOYMENT

<p>EMPLOYER'S NAME AND ADDRESS</p>	POST HELD
	DATES OF COMMENCEMENT AND LEAVING
	PERIOD OF NOTICE REQUIRED

Please give a brief description of the duties and responsibilities you carry/carried out:

3. PREVIOUS EMPLOYMENT (including voluntary posts)

DATES	EMPLOYER NAME AND ADDRESS	POSITION

4. TRAINING UNDERTAKEN/RELEVANT QUALIFICATIONS

Please give details of any relevant courses you have taken or qualifications you have gained, including specialist in-house training, short courses etc. Please also give details of the awarding body and dates of study/qualification.

DESCRIPTION OF COURSE AND DETAILS OF AWARDING BODY	DATES

5. CRIMINAL RECORD

PLEASE GIVE DETAILS OF ANY UNSPENT CRIMINAL OFFENCES IN ACCORDANCE WITH THE REHABILITATION OF OFFENDERS ACT (EXCEPTIONS) ORDER 1975 AND/OR (NORTHERN IRELAND) 1979.

6. REFERENCES

Please give details of two people, not related to you, who may be approached for references as to your suitability for the post.

The first should be your present employer or your last employer if not currently employed. The second should be someone who is able to comment on your work abilities.

(1) NAME:	(2) NAME:			
POSITION:	POSITION:			
ADDRESS:	ADDRESS:			
POSTCODE:	POSTCODE:			
TELEPHONE	TELEPHONE			
E-MAIL:	E-MAIL:			
MAY WE CONTACT YOUR REFERENCES BEFORE YOUR INTERVIEW?				
1	YES	NO	2: YES	NO

Use this space to tell us about yourself and why your skills, experience and knowledge make you right for this role.

Continue on the back page and attach one additional sheet if necessary.

CONTINUED

I CONFIRM THAT TO THE BEST OF KNOWLEDGE THE INFORMATION GIVEN ON THIS FORM IS CORRECT.

SIGNATURE

DATE