# **Icon  Description automatically generated**

# Step Stone

# Application form

Application for employment for:

Name:

Address:

Phone:

Email:

## **Education and training**

Please give details of where and when:

Qualifications

Please give details of any qualifications you have:

## **Employment history**

1. Present/previous employer:

Address:

Job title:

Duties

Date employed: from ………………… to ………………………

Reason for leaving

*\*No approach will be made to your present employer or past employer before an offer of employment is made to you.*

Please tell us about other jobs you have done and about the skills you used and/or learned in those jobs. We would be particularly interested in hearing about your previous experience of working in administration, but please detail anything you think is relevant:

Please tell us why you applied for this job and why you think you are the best person for the job. Please explain how your skills and personal qualities match those in the person specification:

Do you consider yourself to have a disability?

 Yes [ ]  No [ ]

Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process

Please tell us if there are any dates when you will not be available for interview

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name……………………………………..…………………

Signature .................................................. Date …………………………..