

**APPLICATION FORM**

1. **Post details**

|  |
| --- |
| Position applied for: |
| Closing date: |
| Where did you see this post advertised?: |

1. **Personal information**

|  |  |
| --- | --- |
| Title: |  |
| First Name/s: |  |
| Surname: |  |
| Address: |  |
|  |  |
| Telephone Number: |  |
| Email Address: |  |

1. **Education and training**

|  |  |  |  |
| --- | --- | --- | --- |
| Professional training / qualifications and any other courses relevant to this post: | From: | To: | Level: |
|  |  |  |  |

1. **Employment history**

Current or most recent employment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer’s name and address: | Dates: | Position held and duties: | Salary: | Reason for leaving: |
|  |  |  |  |  |
| Notice period: | | | | |

1. **Supporting statement**

Please highlight your ability to fulfil the Essential and Desirable Criteria listed in the supporting documents. Please also provide examples that demonstrate your effectiveness in these areas and please outline your vision for the future development of *Menopause Live* and *Our Menopause World*. For ease of shortlisting, please limit your statement to approximately 1500 words in total.

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|  |

1. **Additional information**

Please note that we are required to carry out document checks for any prospective employees.

Have you ever been convicted of a criminal offence? Yes / No *(Delete as applicable)*

(Declaration subject to the Rehabilitation of Offenders Act)

If yes, please provide details of any unspent conviction in a sealed envelope marked for the attention of the Executive Director.

Please indicate if you have also enclosed a covering letter and full CV Yes / No *(Delete as applicable)*

1. **References**

Please provide referee details below. One should be your most recent employer and will only be contacted if an offer is made.

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
| Office hours tel.: | Office hours tel.: |
| Email: | Email: |
| Relationship: | Relationship: |

1. **Declaration**

Please sign the declaration below certifying that all information provided is accurate. Providing incorrect information or deliberately concealing relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.

I declare the information on this form is correct and I have omitted nothing that, to the best of my knowledge, might affect this application.

|  |  |
| --- | --- |
| Signature: | Date: |

1. **Submitting your application**

Please e-mail your completed application form to: [leetomkinsims@btinternet.com](mailto:leetomkinsims@btinternet.com)

Deadline for applications is Friday 17th August 2018.

If you have any queries, please call +44 1726 884221