

Please return your completed application by email to: recruitment@hcv.org.uk

1. Position applied for

Closing date

2. Employment History

Please provide details of current and previous employment, starting with the most recent and working backwards. Please continue on a separate sheet if necessary.

<i>Job role and Name and address of employer</i>	<i>Start month & year</i>	<i>End month & year</i>	<i>Reason for leaving</i>
<i>Type of business</i>	<i>End salary</i>		
<i>Describe the work you did there</i>			
How much notice are you required to give in your present post, if any?			



<i>Job Role and Name and address of employer</i>	<i>Start month & year</i>	<i>End month & year</i>	<i>Reason for leaving</i>
<i>Type of business</i>	<i>End salary</i>		
<i>Describe the work you did there</i>			

3. Please give details of any relevant training received and/or professional qualifications.

<i>Course title</i>	<i>Date</i>	<i>Qualifications/accreditation attained [if any]</i>

4. Knowledge, Skills and Experience

Please read the person specification and the job description carefully.

Please describe on up to 4 sides of A4 how your knowledge, skills and experience match those required for this post and specifically those listed in the person specification.

Please do not mark the sheets with an identifying name, and ensure that they are submitted in the same email as your application.

Please do not attach a general CV which does not address the person specification for this post as this will not be considered.

5. Referees

Please give the contact details of two people to whom we may apply for references, if you are in employment (or have recently been in employment) one of these should be your present (or last) employer.

We will not approach referees unless we are making an offer of employment.

Name:	Name:
Address: :	Address:
Email:	Email:
Tel:	Tel:
Fax:	Fax:
How does this person know you?	How does this person know you?

6. Secondment details

Applicants must be employed by a host organisation or have identified a host organisation for the secondment. In your application, please include a headed letter from your host organisation/employer to show that they are willing to host, or give their contact details to be contacted to confirm they can host.

Please indicate here if you have included a headed letter from your host organisation or employer stating that they are happy for you to apply as a secondee for this position.	Letter included YES NO
If you haven't included a headed letter, please share your organisation details to confirm your organisation will host you as your employer. Please ensure the contact person is able to give permission.	
Organisation name:	
Contact person full name:	
Phone number:	
Email:	
Please ensure your organisation are aware of your application and that they will be contacted to confirm before you are offered an interview.	