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###### 8 Saffrons Road, Eastbourne, East Sussex BN21 1DG

Tel: 01323 639373 Fax: 01323 410977

info@3va.org.uk [www.3va.org.uk](http://www.3va.org.uk)

**CONFIDENTIAL**

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|  APPLICATION FOR EMPLOYMENT**Private and confidential. Please complete all sections.**Your application can only be considered if you complete this form. You should not send a CV (Curriculum Vitae) as an alternative to completing this form. However, you are welcome to provide additional information on a single side of A4 if required. * Post for which you are applying: HfU Team Administrator
* Ms/Mrs/Mr/Miss/Other (*please state*):

 * Family name:
* First name(s):
* Address:
* Postcode:
* Email Address:

.* Telephone number: Home:

 Mobile:  Work: May we contact you at work * National Insurance Number
* Do you have a driving licence?
* Where did you hear about this job opportunity?

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| This form should be completed and returned by email no later than the advertised application deadline to: HR@3va.org.uk |

**EMPLOYMENT DETAILS**

CURRENT OR MOST RECENT EMPLOYMENT

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| Employer’s name and address * Position held:
* Start Date:
* Current Salary:
* Main duties and responsibilities:
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PREVIOUS EMPLOYMENT AND VOLUNTARY EXPERIENCE

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| Please enter **most recent** **past employment first**, followed by earlier periods of employment  |
| From | To | Employer’s/organisation’s name/address | Job Title/Duties & Responsibilities |
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**EDUCATION**

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| **Qualifications will be taken into account only where they are deemed essential or desirable for the post**. |
| Schools, Colleges or Universities attended or additional courses undertaken (incl. Part-time) | Qualifications gained (Incl. subjects grades or results expected). |
|  |  |
| Membership of professional or technical associations: Any other relevant qualifications or records of achievements:  |
| * Please inform us if we need to make any special arrangements for you if you are offered an interview
* Are you related to a member of the Trustee Board, staff or volunteer of 3VA?
* If YES, please give their name & your relationship to them:
* ***All forms of canvassing will automatically disqualify candidates from appointment.***

**The falsification or omission of any significant information can lead to a disqualification from the appointment or, if you are appointed, to eventual dismissal. You understand, in completing this form, that the information supplied will be processed and held as management information by 3VA for a minimum period of six months.****Signature: Date:**  |

**REFERENCES**

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| If you are selected for an interview we may wish to take up references. You should give the name of your present or last employer as one referee or, if you are a school, college or university leaver, your head teacher or tutor.**REF 1**: Name Position held: Address: Telephone Number: Email: **REF 2:** Name Position held: Address: Telephone Number: Email: Please indicate if we may contact your referees prior to interview: |

### GENERAL EXPERIENCE AND FURTHER INFORMATION

Please use this section to tell us why you are applying for this role and, using the job description and person specification for guidance, how you demonstrate the skills, experience and knowledge necessary. This can include any other activities which you consider relevant; for example, voluntary work, leisure interests, domestic activities and other achievements. If necessary, please continue on no more than 1 side of A4: