



Application for the post of Community Development Administrator

1. PERSONAL DETAILS

Surname :		First Name(s) :	
Title (Mr/Mrs/Miss/Ms/etc) :			
Address :		Telephone Numbers	
Post Code :		Home :	
		Work :	
	Mobile :		

Are you aged 16 or over and under 65? Yes No

2. CURRENT OR MOST RECENT EMPLOYMENT

Employer's Name :			
Address :		Telephone :	
Post Code :		Position held :	
		Date appointed :	
		Notice Required :	
		Salary / Wages :	

Please give a brief description of the main duties of this post

--

Indian Hindu Welfare Organisation (Northampton) Limited
Company Registration Number: 5512710 ~ Registered Charity No: 1114457
Supported by: -



NORTHAMPTON
BOROUGH COUNCIL



Cobley Desborough
Chartered certified accountants - Chartered tax advisers



Northamptonshire
County Council



3. PREVIOUS EMPLOYMENT

Start with your most recent job. You should include all paid employment, voluntary work, periods of unemployment and time spend out of employment whilst undertaking caring responsibilities since leaving school, college or university.

You may be asked to explain any gaps.

Name of employer/organisation and full address	Job Title	Start Month/Year	End Month/Year

We reserve the right to approach any of the previous employers listed in this section to confirm the details you have supplied.

4. EDUCATION AND QUALIFICATIONS

Please give details of your education and any qualifications obtained. This should include any qualifications which you are studying for now. You will be required to prove you have obtained the qualifications you have listed.

Secondary School/College/University/Institute	Qualifications and grades achieved



I understand that some posts, including those which involve working with children, may require me to give details of any criminal convictions. If this post falls into this group, I confirm that I will provide the information required on a questionnaire to be sent to me at the time of short listing and agree that, if necessary, it may be checked against Police records.

Signed: _____

Date: _____

9. REFERENCES

References will only be required for candidates short-listed for interview. Candidates must give names and addresses of two referees (not relatives or people with whom you live). If you have been in employment, one referee must be your present or most recent employer. We reserve the right to ask you for further referees if necessary.

	Reference 1	Reference 2
Name:		
Position in Organisation: (if applicable)		
Address:		
Post Code:		
Telephone Number:		

May we contact you **present employer** if you are short-listed? Yes NO

If you have indicated NO above, please note that a reference will be required if you are the preferred candidate after an interview.





10. SUPPORTING STATEMENT

<p>Please explain below how your experience, skills and knowledge, meet the criteria for the post as described in the person specification. Make sure you address all the criteria on the person specification.</p> <p><i>Please continue on a separate sheet if necessary</i></p>	<p><i>Please leave blank</i></p>

