



UTHEO LIMITED ORBISTON NEIGHBOURHOOD CENTRE



INVESTOR IN PEOPLE

Application for Employment – Form A

Please complete in black ink or type and return Forms A & B to:

Utheo Limited
Orbiston Neighbourhood Centre
Busby Road
Bellshill
ML4 2BW
E: info@oncbellshill.org
Tel: 01698 842215

Post Applied For:

1. Personal Details

Surname:

First name:

Other Names:

N.I No. _____

Address:

Postcode:

Telephone No. _____ (daytime)
_____ (other)

Email address:

Declaration

I confirm that to the best of my knowledge, the information given on this form is true and correct and can be treated as part of any subsequent contract of employment and understand that any misleading statements or deliberate omissions may be sufficient grounds for cancelling any agreements made.

Signature: _____

Date: _____



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4. Work History (present or most recent employment first)

Job Title Summary of Duties	Employer	Dates	Salary	Reason for Leaving

Period of Notice required?



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5. Supporting statement

Refer to the job description the person specification and detail below how your knowledge, skills and experience are directly related to this post.

Short listing will depend on how closely candidates meet these criteria.

Please try to restrict to this one page, although additional sheets may be added if necessary



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6. References

One of these should be your present or most recent employer

Name: Occupation: Address: Postcode: Telephone No.
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May we contact referees prior to interview? YES <input type="checkbox"/>
NO <input type="checkbox"/>

Where did you learn of this vacancy?

Data Protection

In accordance with relevant Data Protection Acts, Utheo will store this information manually and on protected computer files. It will be held securely and only accessed by authorised personnel and is accessible by you on request. It will be disposed of when no longer required. For more information, please see our privacy policy.

