

HIGHLAND RESERVE FORCES' AND CADETS' ASSOCIATION

APPLICATION FOR APPOINTMENT AS: CARETAKER CTC BODDAM, 2 HLDRS BN ACF

Personal Details

Forename(s) and Surname:

Address:

Telephone Number:

Postcode:

Email:

Nationality:

Are you entitled to work in the UK?: Yes/No

National Insurance Number:

Passport Number:

Do you hold a clean Driving Licence: Yes/No (If No, list endorsements)

Have you ever been convicted of a criminal offence, or are there any charges pending against you, that are not considered as 'spent' under the 'Rehabilitation of Offenders Act 1974? If yes, please give details:

Relevant Educational/Vocational Qualifications

Date	Qualification	Awarding Body

* Please continue on a separate sheet if necessary.

Work Experience – Current Employment

Dates	From:	To:
Company		
Job Title:		
Main Responsibilities		
Your Main Achievement		

Previous Employment during the last 5 years

Dates:	From:	To:
Company		
Job Title		
Main Responsibilities		
Reason for leaving		

* Please continue on a separate sheet if necessary.

Previous Employment beyond the last 5 years – if relevant		
Dates:	From:	To:
Company		
Job Title		
Main Responsibilities		
Reason for leaving		

* Please continue on a separate sheet if necessary.

Military Experience (if applicable)		
Dates:	From:	To:
Service		Regular/Reserve
Corps/Branch		Trade:
Rank		Service No:

References

Please supply details of two Referees we may contact regarding your application (one should be your current employer, if applicable, the other can be in the form of a character reference but should not be a relative.)

Reference 1 (Current Employer)		
Name		Title:
Job Title		
Address		
Telephone Number:		
		Email:
(Can we approach your current employer at this stage of the selection progress? Yes/No		

Reference 2		
Name		Title:
Address		
Telephone Number:		
		Email:

Additional Information

1. Please include **in your covering letter** any further information you would like to give in support of your application (for example, you may wish to state the qualities and experience you could bring to the job).
2. The additional information **should be supplementary** to any CV, which should also be attached.

I certify that the information contained in this application form is a true and accurate representation of fact.
(if submitted electronically, applicants invited to interview will be required to sign this form)

Date: _____

Signature: _____