



# Job Application Form

Please ensure that all parts of the application are completed in BLOCK CAPITALS

We would love to know more about you...

First Name:	_____	Last Name:	_____
National Insurance number:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Address:	_____ _____		
Email:	_____	Mobile No:	_____
Permanent Address: (If different from the above) :	_____ _____		
		Home Tel:	_____
For compliance of the Working Time Directive, we would appreciate it if you could indicate which age bracket you fall into:			
Under 16	<input type="checkbox"/>	16-17	<input type="checkbox"/>
		18+	<input type="checkbox"/>
<u>Eligibility to work in the UK &amp; Ireland:</u> You must bring the original documentation if invited to an interview as evidence of your entitlement to work in this country. Failure to do so will invalidate your application. <i>Please confirm which of the following you have:</i>			
<input type="checkbox"/> British Passport or UK birth certificate & letter	<input type="checkbox"/> Certificate of registration / naturalisation as a British Citizen		
<input type="checkbox"/> Passport showing right to live & work in the UK	<input type="checkbox"/> EEC passport or identity card plus required work registration letter		
<input type="checkbox"/> Non-European passport with relevant work visa	<input type="checkbox"/> Any other document that supports your eligibility to work in the UK		

## Have you got what it takes to be a great Communications & Marketing Assistant?

Tell us 3 top qualities you have that will make you a great Communications & Marketing Assistant
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Tell us 3 ways you will deliver an excellent service to our members & partners:
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How does the role you are applying for with Women in the Fire Service UK fit into your career / future?

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**What have you been studying?** List below your last 2 places of education / training, starting with the current or most recent.

Name & address of school or college	Qualification achieved or being studied

**What have you been up to?** List below your last 3 employers, starting with the current or most recent. Don't worry if this is your first job you will have a chance to share what else you have been involved in further down the application.

Name of employer and type of business:	Position:	Rate of pay:	Dates of employment:
What were your duties?		Reason for leaving:	
Manager's Name:	Telephone no:	Email:	

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**What else have you been involved in?** (for example Community work /sports teams/work experience)

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**Are you coming back to us?** (If you have previously worked for us, please tell us when and your reason for leaving)

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**What's missing?** Were there any gaps between any of the above jobs listed? If so, how long and why?

Length of gap:	Between which employers:	Reason:

**Who'll vouch for you?** Please give us the names of 2 people (not related to you), who can be contacted to provide a reference for you. At least one should be work related. If this is your first job, please give a tutor / lecturer's name.

Name:	Telephone Number:	Email:	How do you know this person?

**Now for the formal part:**

Have you ever been convicted of a criminal offence which is not a spent conviction within the terms of the Rehabilitation of Offenders Act 1974? If yes, please give full details.

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My signature confirms that all the information given on this application form is true and complete. I understand that any falsification or deliberate omissions may disqualify my application or lead to my dismissal. I confirm that I am entitled to work in the UK & Ireland and can provide original documentation to confirm this. I understand that my employment is subject to references that are satisfactory to Women in the Fire Service UK

Signed:

Date:

Thank you for applying to join our team!