



APPLICATION FORM

Please complete all sections of the application form. The form should be completed in black ink or type. **Please return the completed application form to the person named in the 'how to apply' section of the Job Description.**

Post applied for:	Part time Saturday Studio Assistant, commencing Aug 2009
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1. Personal Details

Surname/Family Name:	First Name(s):
Address:	Known as:
	Title:
Postcode:	Home Tel No:
National Insurance Number:	Work Tel No:
Nationality:	Mobile No:
Do you need a work permit / certificate of sponsorship to take up this appointment? Yes / No	Email address:

If you have answered 'no' above, and you are from outside of the EC or EEA please state the category under which you are entitled to work in the UK? (These categories are available via the Border Agency website at <http://www.bia.homeoffice.gov.uk/>)

2. Career History

Please provide information about all relevant previous employers, starting with the most recent, along with information about any significant gaps in your employment history.

Present/most recent employment

Name of Employer:	Job Title:
Address:	Current salary:
	Pension Scheme:
Postcode:	Benefits:
Start date:	Notice period:
End date:	

Reason for leaving if no longer employed:

Previous Employment

Employer (name and full address)	Position held	Dates employed	Reason for leaving

Continue on separate sheets, if required

3. Additional Supporting Information

For all posts, please use the space below to tell us about your skills and experience and how they satisfy each of the criteria in the person specification. You might find it helpful to use the person specification criteria as headings to structure this section. Please continue on separate sheets, if required.

4. Education and Qualifications

Starting with the most recent – (please list those relevant to the post applied for.)

Name of Institution	Qualification (including subject)	Grade and Date

Membership of professional societies or associations.

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5. Referees

Please provide the contact details of two referees, one of whom should be your current or most recent employer or line manager. If you have no, or limited previous employment, please provide referees from your school, college or training scheme or from any voluntary/temporary work. Do not include family members or friends.

Title:

Job Title:

Name:

Name of Organisation:

Telephone No:

Address:

Email:

Please indicate whether a reference may be obtained prior to interview

Yes / No

Postcode:

Relationship to referee:

Title:

Job Title:

Name:

Name of Organisation:

Telephone No:

Address:

Email:

Please indicate whether a reference may be obtained prior to interview

Yes / No

Postcode:

Relationship to referee:

6. Other personal details

Health

Do you have a health condition that may affect your work or ability to carry out the duties associated with the post that you are applying for? **Yes / No**

Criminal Convictions

Please refer to the Guidance for Applicants. Do you have any criminal convictions, which are not spent? **Yes / No**

Connections with Scribbles Ceramics Ltd

Does any member of the company know you? **Yes / No**

If Yes, please specify:

7. Declaration

I confirm that the information provided above, and in any attachments and supplementary information, is correct and understand that any false statement could result in my application or appointment being terminated.

(Please type your name below if you are returning the form by email or sign if you are returning it by post).

Name / signature:

Date:

Please return the completed application form to The Manager, Scribbles Ceramics Ltd, 2 Park Lane, Newmarket, CB8 8AX or e-mail: info@scribblesceramics.com – This e-mail address is for you to send your application forms to send queries or information relating to the points covered on this page.