



## The Palace Trust – Application form

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Post Applied For: \_\_\_\_\_

### **Personal Details**

|                        |           |                |
|------------------------|-----------|----------------|
| Title:                 | Forename: | Surname:       |
| Address:               |           |                |
| Home Telephone Number: |           | Mobile Number: |
| Email Address:         |           |                |

### **Education and Professional Qualifications**

| From - To | Secondary Schools, Colleges, Polytechnics, Universities and other institutions | Qualifications gained |
|-----------|--|-----------------------|
|           |  |                       |

| From - To | Other qualifications / Membership of professional bodies with levels attained |
|-----------|---|
|           |   |



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### **Other Training Courses**

| Date | Training courses |
|------|------------------|
|      |                  |

### **Present Employer**

|  |                      |
|--|----------------------|
| Employer's Name and Location                     |                      |
| Position:  | Date Appointed:      |
| Salary:  | Additional Benefits: |
| Notice Required:                                 | Reason for Leaving:  |
| Please outline your duties and responsibilities: |                      |

### **Employment History – most recent employer first**

| From - To | Employer's Name and Location | Post Held | Reason for Leaving |
|-----------|------------------------------|-----------|--------------------|
|           |                              |           |                    |



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### **Information in support of application**

After reviewing the person specification, describe the essential experience, skills and qualities which you would bring to this role at The Bishop's Palace and Gardens. Include any additional information you think would enhance your application.

A separate sheet may be used if required. Please state clearly your name and the position applied for on any further sheets used.



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### Voluntary Work

| From - To | Description | Reason for Leaving |
|-----------|-------------|--------------------|
|           |             |                    |

### Technical Skills

|   |
|---|
| Please list any software packages you are familiar with, including word processing packages, databases, spreadsheets and internet software. Please also state your level of competency with each. |
|   |

### References

|   |                   |
|---|-------------------|
| Name, address and telephone number of two referees. One should be your current or most recent employer. Please indicate with a cross in the box if you <b>DO NOT</b> wish the Palace Trust to approach either of the referees before interview. |                   |
| Name:   | Name:             |
| Company Name:   | Company Name:     |
| Address:  | Address:          |
| Telephone Number:   | Telephone Number: |

### Further Information

|  |          |
|--|----------|
| Have you had any health problems which would impair your ability to carry out the job applied for? | Yes / No |
| If yes, please specify:  |          |
| Do you hold a current driving licence:   | Yes / No |
| How did you learn of this vacancy:   |          |

### Declaration

I declare that to the best of my knowledge, the information given on this form, and on any other documents supporting this application, is true and correct. I understand that a false statement may result in termination of an appointment from this application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_