



APPLICATION FORM

Candidates are asked to ensure that this form is completed in full. CVs will only be accepted with a completed application form.

Post applied for:	Closing Date:
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PERSONAL DETAILS

Surname:	Forename(s):
Address for Correspondence:	Telephone:
Postcode:	Mobile:
Email Address:	

EDUCATION DETAILS (eg; GCSE, DEGREE ETC)

Level	Subject	Place of Study	From	To	Grade

PROFESSIONAL TRAINING AND QUALIFICATIONS OBTAINED OR BEING PURSUED

Qualification	Issuing Body	Place of Study	Date Awarded
National Insurance Number:			

PROFESSIONAL REGISTRATION

Issuing Body	Registration Number	Expiry Date	Name in which Registered

PRESENT OR MOST RECENT APPOINTMENT

Name and Address of Employer including Department name (in full):	Position Held:
	Grade/Salary:
	Date of Appointment:
	Date of Leaving: -
Nature of Business:	Period of Notice Required:

PREVIOUS EMPLOYMENT – Most recent first

Employer	Post	Full/Part Time	From	To	Reason for Leaving

SIGNIFICANT ACHIEVEMENTS

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SUPPORTING INFORMATION

(Candidates are asked to complete this with particular reference to the person specification.)

Please tell us why you wish to be considered for this post, highlighting your relevant skills, experience and achievements in relation to the person specification for this post. *(Please use an additional sheets if necessary)*

REFERENCES

Referees should be your most recent employers and/or college tutors. At least one referee should have been your line manager and be able to comment on your professional competence and personal qualities.

1. Name: Designation:
Address..... Is/was this person your line manager.....
If no state relationship.....
Telephone No.....
E-mail address

2. Name: Designation.....
Address..... Is/was this person your line manager.....
If no state relationship.....
Telephone No.....
E-mail address.....

GENERAL INFORMATION

How did you hear about this vacancy?
(If from an advertisement, please state which publication)

Dates unavailable for interview.....

Do you have a current valid driving licence? Yes / No*

Do you require a work permit: Yes / No*

If yes, do you hold a current work permit: Yes / No*

DECLARATION

Candidates for any appointment shall disclose in writing whether they are related to any Officer or Trustee of the Swanage Pier Trust. Failure to disclose a relationship shall disqualify and render him/her liable for instant dismissal.

I declare that the information on this form is true and complete. I understand that any false information could lead to disciplinary action which may result in my dismissal. I also understand that the appointment will be subject to a confirmation of qualifications, and a CRB check

Signed..... Date.....

Please return your completed form by email to; generalmanager@swanagepiertrust.co.uk
Or by post to: The General Manager, Swanage Pier Trust, Swanage Pier, Pier Approach, Swanage, Dorset
BH19 2AW.

Email applications will be acknowledged; applications by post will only be acknowledged if the candidate is short-listed.