

ECA USE ONLY

**EXWICK COMMUNITY ASSOCIATION APPLICATION FOR EMPLOYMENT**

**POST DETAILS**

Post Title: **Centre Manage**

Where did you see this post advertised?

**PERSONAL DETAILS**

Surname  
[CAPITALS]

Other Names:

Preferred title:

Address:

Postcode:

Telephone – Home

Telephone –  
Daytime:

Email address:

Date of Birth:

Nationality:

Do you have a disability\*  Yes /  No

*(\*Under the Disability Discrimination Act (DDA) a disability is defined as physical, sensory or mental impairment which has, or had, a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities).*

**WORK PERMIT**

Do you require a work permit to work in the UK?  Yes /  No

Please state if you have any connections with the Exwick Community Association or any of the Trustees:

**EDUCATION**

School/College/University attended (please state if full or part-time)	From	To	Qualifications awarded (please state subject and grade or class and division)

---

**CURRENT OR MOST RECENT EMPLOYER**

Name & address of employer:

Post title:

Period of appointment – From:

To:

Salary:

Length of notice you are required to give:

Brief description of duties and responsibilities:

**PREVIOUS EMPLOYMENT**

Name of Employer (please start with the most recent)	Post Held	Period of Employment	
		From	To

**MEMBERSHIP OF PROFESSIONAL BODIES****SPECIAL FACILITIES**

Please give details of any equipment you may have/require to enable you to carry out the post or access you may require to attend interview (if applicable) in accordance with the Disability Discrimination Act".

---

**ADDITIONAL INFORMATION**

Please detail below (continuing on additional sheets if necessary) how your qualifications, skills, knowledge and experience match the Exwick Community Associations' requirements for this appointment.

---

## REFEREES

Please give the names and addresses of two referees, three if you wish, who are able to comment on your suitability for this appointment. Ideally at least one should be your current or most recent employer.

**Please note that we will contact referees for short listed candidates prior to interview without further advice to applicants unless otherwise requested below:**

(1) Name: \_\_\_\_\_ Position held/capacity known: \_\_\_\_\_  
Address: \_\_\_\_\_ Email address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
May we contact the referee prior to interview?  Yes /  No

(2) Name: \_\_\_\_\_ Position held/capacity known: \_\_\_\_\_  
Address: \_\_\_\_\_ Email address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
May we contact the referee prior to interview?  Yes /  No

**If you want to give a third Referee please feel free, but this is not compulsory.**

(3) Name: \_\_\_\_\_ Position held/capacity known: \_\_\_\_\_  
Address: \_\_\_\_\_ Email address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
May we contact the referee prior to interview?  Yes /  No

## DECLARATION

*Knowingly providing false or misleading information may disqualify you from being considered and if you have been appointed may result in dismissal.*

I declare that the information given in this application is to the best of my knowledge complete and correct.

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

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

## DATA PROTECTION ACT 1998

*The information contained within your application is being requested to enable the Exwick Community Association to make employment decisions and meet statutory obligations. Any information provided to in this context will be treated confidentially and used only by Trustees of the Charity, staff or volunteers who over see the post and post holder and for payroll during the course of your employment .*

**Please ensure you complete all sections of this form**