



Application Form

Please return your completed application form to: Mayfair Community Centre, Easthope Road, Church Stretton, Shropshire. SY6 6BL.

Or, by email to: information@mayfaircentre.org.uk

Application for the post of	
Where did you see this post advertised?	

First Name			
Surname			
Title			
Address			
Tel Home		Tel Work	
Mobile			
Email			

Do you have a current driving licence?	YES		NO	
Do you have a suitable car available for work?	YES		NO	

References			
Please give below, the names and addresses of two referees. One of which should be your current or most recent employer. References will be taken up if applicant is shortlisted.			
Work Reference?		Personal Reference?	
Name			
Position			
Address			
Telephone			

Work Reference?		Personal Reference?	
Name			
Position			
Address			
Telephone			

Declaration	
I declare that the information I have provided on this form is, to the best of my knowledge, complete and accurate.	
Signature	
Date	

Failure to provide any information requested, or providing inaccurate information, will disqualify a candidate, and discovery after appointment should be expected to lead to dismissal. Please note: a Disclosure and Barring Service (DBS) search is made on employees of The Strettons Mayfair Trust. We have a written policy on the recruitment of ex-offenders, which can be made available to all disclosure applicants at the outset of the recruitment process. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Eligibility to Work in the UK

Every new member of staff will be asked for proof of eligibility to work in the UK under the Asylum and Immigration Act, and a copy will be retained on file. Mayfair can provide a list of required proofs.

Education

Please give details of your educational history since the age of 11 years old.

Date	Name of School or College	Examinations Taken, subject and grade

Further Education

Please give details of your educational history since the age of 11 years old.

Date	Name of institution/university	Course and qualification gained

Employment History (in date order)

Employment History (in date order)			
Name of Employer			
Address of Employer			
Employed to/from	Final Salary	Job Title	Duties
Reason for leaving			

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Address of Employer			
Employed to/from	Final Salary	Job Title	Duties
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Please continue on a separate sheet if necessary

Other relevant experience

Please list any unpaid or voluntary work and public duties relevant to this position. If necessary, please continue on a separate sheet.

Date	Name of Organisation	Duties performed

Notice

How much notice does your current employer require?

Supporting Information

Please use the space below to show that you have the necessary skills and experience to meet the requirements of the post as described in the accompanying information pack. Please continue on separate sheets if you wish to do so.

At The Strettons Mayfair Trust we take your privacy seriously and will only use your personal information for the purposes for which it was collected, in this instance a job application. Your details will be kept for 6 months after interview dates (unsuccessful applications) and 6 years after leaving (successful applicants). For full details of our Privacy Policy please see ask for a copy from Mayfair Community Centre, Easthope Road, Church Stretton, Shropshire, SY6 6BL. Alternatively, you can telephone us on 01694 722077 or you can email to information@mayfaircentre.org.uk or go to our website www.mayfaircentre.org.uk

Please continue on a separate sheet if necessary

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