CONFIDENTIAL

Application for employment

Please read the general information then complete this form and return it by email to: michael.heath@thames21.org.uk

Registered Charity 1103997

Walbrook Wharf

78-83 Upper Thames Street

London EC4R 3TD

Tel: 020 7248 7171

info@thames21.org.uk

Please do not include CV’s or additional literature;

they will not be accounted for in the recruitment process

|  |  |
| --- | --- |
| Where did you see this vacancy advertised? |       |
| Position applied for: |       |
| For Thames21 use only |       |

# Personal details

|  |  |  |  |
| --- | --- | --- | --- |
| Title |       | If other, please specify |       |
| Surname: |       |
| First names in full: |       |
| Home address: |       |
| Postcode: |       |
| Telephone(daytime): |       | Telephone (evening)/Mobile: |       |
| Email address: |       |

# Education and training

| Name of school, college or university(most recent first) | Date from | Dateto | Qualifications and grades obtained |
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| Give details of other qualifications, language skills, membership of professional bodies, etc., which you consider relevant to this post |
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|       |

# Employment history

| Current or most recent employer |
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| Name and address of employer | Details of post held | Date from | Dateto | Reason for leaving |
|       |       |       |       |       |
| Notice period required |       |

| Previous employment |
| --- |
| Name and address of employer | Details of post held | Date from | Dateto | Reason for leaving |
|       |       |       |       |       |
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| Please give details about how your skills and experience meet the requirements of the role and any other information you believe is relevant to your application |
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| Give details of your current or last salary and other benefits |
|       |

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| Please give dates when you are unavailable for interview |
|       |

|  |
| --- |
| Give information about your leisure interests, sports, hobbies etc. m |
|       |

# Reference

| Please give details of two referees (preferably business), including your most recent employer |
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| Name/Job title | Company address, telephone number and/or email address | Can we contact them prior to the offer of a post? |
|       |       |       |
|       |       |       |

# Additional Information

| Please confirm your current status in terms of entitlement to work in the UK: |
| --- |
| British Citizen | Overseas national with permission to work in the UK. If so, please confirm the type of permission you have. | Overseas national currently without permission to work in the UK |
|       |       |       |
| If employment is offered, you will be required to produce original documentary evidence confirming your entitlement to work in the UK. |

| I accept that, in the event that any information given on this form is deliberately untrue or misleading, Thames21 may terminate my employment without notice. |
| --- |
| Signed |       | Date |       |
| In the absence of a signature, the emailing of this application form to Thames21constitutes your personal certification that the details are correct. |

As a result of your application for employment with Thames21, personal information about you will be held. This information is covered by the Data Protection Act 1998. The information you provide will be used to process your application and monitor recruitment statistics only. This information will not be disclosed to third parties, unless the disclosure is required by law or the position for which you have applied is funded by a partner who will be involved in the interviewing process. If your application is successful it will form part of your employment record.

Thames21, Walbrook Wharf, 78-83 Upper Thames Street London EC4R 3TD. Registered Charity no. 1103997