



## Application form

Please read the job description and other information, and then complete this form as fully as possible. Please use BLACK ink because your application form will be photocopied. Please also complete the equal opportunities monitoring form. Send both forms to AvMA, 44 High Street, Croydon, Surrey, CR0 1YB or e-mail to [admin@avma.org.uk](mailto:admin@avma.org.uk). NOTE: Application form must be completed. No CVs on their own.

<b><u>The job applied for</u></b>	
Position	How did you hear about this vacancy?
.....	
<b><u>Your personal details</u></b>	
Surname.....First Names.....	
Address.....Home phone number.....	
.....Work phone number.....	
Postcode.....Email.....	
<b><u>Details of your current job</u></b>	
Name and address of employer	
Date of joining.....Date of leaving.....	
Notice required (if still employed).....Current salary.....	
Current job title.....	
Please describe your responsibilities, and your achievements while in this job.	
Responsibilities	
Achievements	
Reason for leaving.....	
<b><u>Details of your previous jobs</u></b>	

Please give details of your previous jobs starting with the most recent first. Continue on another page if necessary; please make sure it has your name on it

Name and address of employer	Job title and brief description of responsibilities and achievements	From	To	Final salary	Reason for leaving

**Details of your education and training**

Please give details of the schools or colleges you went to, and the qualifications you gained. Please also give details

of any training you have had at work.

School / college	Subject	Type of qualification	Grade	Date

What professional qualifications have you gained? Please give the level of membership you have achieved, and the date you completed.

What training courses have you attended at work?

**How do you meet our requirements for the job?**

Please describe how your experience, knowledge and skills meet our requirements for the job you want. You may continue on additional pages if necessary, but please make sure that they are numbered, and that each one has your name on it.

**References**

Any offer of employment with AvMA will be subject to acceptable references being received, however we will not approach anyone before we have offered you the job. Please give the names and addresses of two people whom we may ask for references. They must be able to comment on your suitability for the job, and must include your current (or most recent) employer.

1 Name.....Job title.....

How does this person know you?.....

Address

Phone number

2 Name.....Job title.....

How does this person know you?.....

Address

Phone number

**Declaration**

I declare that the information I have provided is correct to the best of my knowledge.

Signature.....Date.....

## Equal Opportunities Monitoring Form

AvMA strongly supports equal opportunities and oppose discrimination on any grounds, including race, colour, ethnic and national origin, gender, age, religion, sexual orientation, disability, marital status and nationality.

In order to help us to ensure that our service is accessible to all sections of the community, it would be helpful if you could fill in the form below. This information is confidential and will be separated from your application form upon receipt. Please feel free to leave any question blank if you prefer.

Male  Female

White/British	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Black/British	<input type="checkbox"/>
Black/African	<input type="checkbox"/>	Chinese/SE Asian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>	Black/Caribbean	<input type="checkbox"/>
Irish	<input type="checkbox"/>		

Other  Please specify .....

Do you consider yourself to be disabled? Yes  No

Are you registered disabled? Yes  No

If "Yes" please give details of any special equipment or arrangements that would help you to do your job most effectively.