**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, Freedman House, Christopher Wren Yard, 117 High Street, Croydon CR0 1QG. Your answers will be treated as confidential.

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| **The job applied for** | |
| **Position** | Add text |
| **How did you hear about this position?** | Add text |

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| --- | --- |
| **Your personal details** | |
| **Surname** | Add text |
| **First name(s)** | Add text |
| **Address** | Add text |
| **Postcode** | Add text |
| **Home phone number** | Add text |
| **Mobile number** | Add text |
| **Email** | Add text |

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| **Details of your current or most recent job** | | |
| **Name and address of employer** | Add text | |
| **Date of joining** | Add text | |
| **Date of leaving** | Add text | |
| **Notice required** *(if still employed)* **/ Availability to start** *(if not in employment)* | | Add text |
| **Current salary** | Add text | |
| **Current job title** | Add text | |
| **Please summarise your responsibilities and main achievements while in this job.** *(Note you can tell us more about your job, your experience and knowledge in the section headed “How do you meet our requirements for the job?”)* | | |
| Add text | | |

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| **Work experience – please also include any gaps between periods in employment** | | | | |
| **Name and address of employer** | **Main responsibilities in this position** | **From** | **To** | **Reasons for leaving** |
| Add text | Add text | Add text | Add text | Add text |
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| **Details of your education and training**  Please give details of any schools, colleges and universities you have attended, and the qualifications you have obtained. Please also give details of any job related training you have undertaken. | | | | |
| **School/College/University** | **Subject** | **Type of qualification** | **Grade** | **Date completed** |
| Add text | Add text | Add text | Add text | Add text |
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| **Please give a brief description of any other skills and languages relevant to the post you are applying for. Please also provide details of membership of any professional bodies** | | | | |
| Add text | | | | |

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| **How do you meet our requirements for the job?**  Please describe how your skills, experience and knowledge meet the requirements set out in the job description and person specification. Please ensure you address all the criteria in the person specification. Please do not complete this section by attaching a cv. Please continue on additional pages if necessary, but please make sure that they are numbered, and that each one has your name on it. |
| Add text |

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| **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 if employed in the last 5 years. | | |
| **1** | **Name:** | Add text |
| **Job title:** | Add text |
| **How does this person know you?** | Add text |
| **Address:** | Add text |
| **Phone number:** | Add text |
| **2** | **Name:** | Add text |
| **Job title:** | Add text |
| **How does this person know you?** | Add text |
| **Address:** | Add text |
| **Phone number:** | Add text |

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

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| **Declaration** | | |
| **I declare that the information I have provided is correct to the best of my knowledge** | | |
| **Signature:** | |  |
| If you are sending your application form by email please type in the box below the words:  “I declare that the information I have provided is correct to the best of my knowledge.”  *(as a substitute for a signature to confirm you agree the above declaration)* | | |
| Add text | | |
| **Date:** | Add text | |

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| **Have you attached additional sheets** | | Yes  No |
| **If ‘Yes’ how many sheets?** | Add text | |
| You are not required to send a hard copy by post if you have sent your application by email. This form can be returned by email to [office@avma.org.uk](mailto:office@avma.org.uk). We will acknowledge receipt of any application sent by email. If you do not receive such acknowledgement you should confirm receipt by telephone. | | |