Before you complete this form please refer to our Privacy Policy which is available to download from our website or on request. The policy details how we process your personal information.

Please mark the box to indicate you consent to your information being used by the Cellar Trust in accordance with our Privacy Policy: 🞏 Date:

Please complete all sections of this form. Unfortunately we are unable to accept CVs. Please note that all offers of employment will be subject to a satisfactory check through the disclosure and barring service.

**Position applied for:**

**Personal Details**

Title:

Last Name:

First Names:

Address:

Postcode:

Day Phone No:

E-mail address:

Mobile No:

**Current/Last Employment**

Name of Employer

Address

Postcode

Tel No

Dates from/to Job Title

Notice Period

Salary

Reasons for leaving

**Brief Description of duties and responsibilities:**

**Employment History since completing education (most recent first)**

Please account for all gaps in employment history and continue on a separate sheet if necessary. Please include any details of volunteer roles.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employers name and address** | **Please give exact dates From / to** | **Job Title & brief description** | **Salary** | **Reason for leaving** |
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**Education & Qualifications**

Please use this section to show how you meet the requirements of the person specification by referring to your education, employment and other relevant experience and by giving examples.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Secondary School College/University** | **Dates from / to** | **Qualifications gained** | **Grades** | **Date** |
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**Membership of Professional Bodies:**

**EXPERIENCE**

**Please use this section to show how you meet the at least the essential requirements of the person specification, giving specific examples for each.**

**References**

***Please give two references. One of these should be your current/last employer.***

**Name**

**Position**

**Name & Address of Organisation**

**Phone number**

**Email address**

**Relationship**

**Name**

**Position**

**Name & Address of Organisation**

**Phone number**

**Email address**

**Relationship**

**Are you related to or do you have any relationship with any trustee or staff member of The Cellar Trust? Please give details:**

**Please state where you saw this vacancy advertised:**