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Dear Applicant,

Thank you for your interest in working with The Javaad Alipoor Company.

How to apply:

* Read the Job Description and Person Specification
* Complete all sections of the Application Form. We do not accept CVs
* In the ‘Additional Information’ section of the Application Form, you tell us how you meet the skills in the Person Specification of the Job Description
* Once you have completed the Application Form, please email it to sarah@javaadalipoor.co.uk
* Make sure you have completed the monitoring form, [**click this link**](https://forms.gle/rbWNMUZKnFiGEJKz8) to be taken to the form
* Any application forms received after the deadline may not be included in the recruitment process.
* If this form is not an appropriate application method for you because of an impairment or disability, please contact us to make alternative arrangements.

**Application Form**

**PERSONAL DETAILS**

|  |
| --- |
| Forename: |
| Surname: |
| Address: |
| Phone: |
| Email address: |

**ELIGIBILITY TO WORK**

Do you have permission to work in the UK:

*If selected you will be required to provide evidence of your right to work in the UK at the interview stage of the recruitment process, and failure to do this will mean that your application will not be taken any further.*

**CURRENT / MOST RECENT EMPLOYMENT**

|  |
| --- |
| Job Title: |
| Employer’s Name: |
| Employer’s Address: |
| Start Date: |
| End Date: |
| Salary: |
| Short description of job: |
| Notice period: |

**PAST EMPLOYMENT 1**

|  |
| --- |
| Job Title: |
| Employer’s Name: |
| Employer’s Address: |
| Start Date: |
| End Date: |
| Salary: |
| Short description of job: |

**PAST EMPLOYMENT 2 (Please create additional tables if required)**

|  |
| --- |
| Job Title: |
| Employer’s Name: |
| Employer’s Address: |
| Start Date: |
| End Date: |
| Salary: |
| Short description of job: |

**ADDITIONAL INFORMATION – EXPERIENCE, SKILLS AND INTERESTS**

Referring to the job description and the skills and experience required, please outline why you have applied, any skills, experience and interests which may be relevant, and why you feel that you are a suitable candidate for this post. We suggest you write 500 – 1000 words.

|  |
| --- |
|  |

**8. REFERENCES:**

Please provide details of your current/most recent employer and one other. We will not contact your referee before an interview or without your permission

|  |  |
| --- | --- |
| **Full Name** | **Full Name** |
| **Position / Relationship to you** | **Position / Relationship to you** |
| **Company** | **Company** |
| **Email address** | **Email Address** |
| **Phone Number** | **Phone Number** |

**Please tell us how you heard about this vacancy:**

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

**Name:**

**Signature:**

**Date:**