



# Job application form

Office use only:

Ref .....

Position being applied for:.....

Initial(s) & surname: .....

CURRENT EMPLOYER
Name & address of current employer:
Position held:
Key responsibilities:
Minimum notice period required by your employer:
Reason for leaving:



# Job application form (continued)

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FULL EMPLOYMENT HISTORY – <i>please state your most recent employment first</i>		
Previous employer(s) and job title:	Dates of employment:	Reason for leaving:



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## SUITABILITY FOR POST

Please explain below how your skills and attributes, experience, personal qualities and any major achievements match those needed for this job. Refer to the essential and desirable criteria specified in the job description. If necessary, please continue on a separate sheet and attach to this.

## OTHER INTERESTS



# Job application form (continued)

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EDUCATION & QUALIFICATIONS		
Location	Dates attended	Subject(s) & result(s)
Secondary school		
Higher education		
University degree(s)		
Professional qualification(s)		
Other qualifications/ certificates relevant to the post  (please refer to the job description for further information)		
Do you have a full UK driving licence?    YES <input type="checkbox"/> NO <input type="checkbox"/>		



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## REFERENCES

The John Muir Trust will obtain two references before making appointments. One of your referees would normally be expected to be your present (or most recent) employer. If this is not the case, please state the reason. Please identify a second referee who may have closer knowledge of your character, and who is in a position to offer opinion on your suitability for this post.

**You should not use family members or friends.**

References will only be taken up for Preferred Candidates following interview and a verbal offer of employment.

Our pre-employment screening may include, where appropriate, health and fitness for work, criminal records, qualifications and professional registration.

Name:	Name:
Address:	Address:
Daytime telephone:	Daytime telephone:
Email address:	Email address:
This person's relationship to you:	This person's relationship to you:

## RELATIONSHIP WITH THE TRUST

Please specify below any member of your immediate family who is currently, or has previously been, closely connected with the John Muir Trust (whether as an employee, volunteer, Trustee, contractor etc). Please state your relationship to them and a description of their involvement with the Trust: