

EMPLOYMENT APPLICATION FORM

Please carefully complete each section of the form in black ink or typewritten and email to para.deka@durrell.org In the subject line of the email please clearly state what position you are applying for.

VACANCY APPLIED FOR:
DEPARTMENT/ LOCATION:
AVAILABILITY:

PERSONAL DETAILS






Surname:	First Names:
Address:	
Home ☎:	Work ☎:
Mobile ☎:	Email address:
Do you hold a full current driving licence? Yes [] No []	

PRESENT OR MOST RECENT EMPLOYMENT

Employer:		
Address:		
	☎:	
From:	To:	Salary: Rs.
Job Title:	Grade if applicable:	
Main Responsibilities:		
Notice Period:	Reason for Leaving:	

EMPLOYMENT HISTORY

Please give details of all previous employment starting with the most recent (including periods of unemployment). If you are still in full time education, please give details of any vacation or part time employment. The information given may be used to obtain references at a later date.

Employer	Employed from __ / __ / __	Employed to __ / __ / __	Position held, duties and reason for leaving
Full Name and Address  :			
Full Name and Address  :			
Full Name and Address  :			
Full Name and Address  :			
Full Name and Address  :			

Please continue on a separate sheet using the same format if necessary

EDUCATION AND QUALIFICATIONS

Starting with the most recent:

Secondary/Further Education

School / College or University	Subject or Course	Examination e.g. GCSE	Grade

Further Academic Qualifications

From	To	Qualification / Award	Obtained at

Membership of Professional Organisations / Bodies

Date	Membership and Level

Relevant Training Courses Attended

From	To	Training Provider	Course Title

SUPPORTING STATEMENT

In this section you must give full details of how your skills, abilities and experience match the person specification of the post that you are applying for. *Please continue on a separate sheet if necessary.* (Please note that CV's will not be accepted as a supporting statement but may also be included)

REFERENCES

Please give the details of two referees who can verify your employment record and give information about your suitability for this post. References must include one current and one previous employer. If you have worked for one employer, for your second reference please select someone who can comment on your ability to meet the requirements of the role. If you have not been in paid employment, one reference must be from a School/College/University and one from someone who can comment on your ability to meet the requirements of the role.

1. Please tick this box if you do not wish us to seek your references prior to interview

Name:	Name:
Job Title:	Job Title:
Address:	Address:
Tel:	Tel:
Fax Number:	Fax Number:
Email Address:	Email Address:

DISCLOSURE OF CRIMINAL RECORD

Failure to declare previous convictions may prevent your employment if it subsequently becomes apparent that you do, in fact, have a criminal record.

Please answer the following questions:

“Do you have any unspent convictions, cautions, reprimands or warnings?”

Yes No

ASSOCIATION WITH AARANYAK

Have you been employed (either in a paid or unpaid capacity) by Aaranyak before?

If yes, please give details (dates, role etc.):

HOW DID YOU HEAR ABOUT US?

To help us monitor our advertising, please state where you first saw this post advertised:

PLEASE READ THE FOLLOWING DECLARATION CAREFULLY BEFORE SIGNING THIS FORM

I declare that the information given in this application is to the best of my knowledge complete and correct. I understand that Aaranyak reserves the right to seek verification of any information provided. I understand that if it is discovered that I have given false information I may be dismissed from Aaranyak's employment. I suffer no legal impediment to taking up appointment.

Aaranyak will store your details for a retention period of 6 months and your personal information will be deleted automatically once the data retention period is reached.

I agree to Aaranyak using the information contained in this form for the proper administration of the recruitment process and should I be successful I agree that the information will be used as part of the employment relationship.

Signature..... **Date**.....

**Name
(Print)**.....