



APPLICATION FORM

VOLUNTARY RECEPTIONIST

Listening Post
Admiralty House
11A Spa Road
Gloucester
GL1 1UY

Please complete in full either typed or in black ink. A Curriculum Vitae may be enclosed in addition to the completed Application Form.

PERSONAL DETAILS		
Surname:	First Name(s):	Title:
Previous Name:	Date of Birth:	
Address:		
E-Mail Address:		
Telephone Number	Home:	Work:
	Mobile:	May we contact you at work? YES / NO

EDUCATION AND TRAINING					
Dates		School / College / University	Subject	Level	Grade
From	To				

PRESENT EMPLOYMENT (If any) AND PREVIOUS WORK EXPERIENCE			
Dates		Name, Address and Business of Organisation	Post Held and Main Responsibilities
From	To		

Outside Interests and Hobbies:

REFERENCES

Please give the names of two referees, who have agreed to give references and have a knowledge of your work and character. One referee must be a person holding a responsible position with your present or latest employer or voluntary organisation. Another could be the Minister or leader of your Church or another professional who can give a Character Reference.

First Referee	Position Held	Capacity which known
Full Name		
Full Address		
E-Mail Address		
Telephone Number		

Second Referee	Position Held	Capacity which known
Full Name		
Full Address		
E-Mail Address		
Telephone Number		

CONVICTIONS

Have you ever received a court conviction? YES/ NO
(If Yes you are asked to submit details separately)

DECLARATION

I declare that the information I have given is true to the best of my knowledge.

Signed:	Date:
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