ClearVision Project Job application form: role of Library Administrator

## Your details

Name:

Address:

Postcode:

Phone:

Email:

## Education and training history

Please give details:

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## Qualifications

Please give details:

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## Employment history

### Your current or most recent employer

Name of employer:

Address:

Postcode:

Job title:

Pay:

Start date: Length of time with employer:

Reason for leaving:

Duties:

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### Previous employers

Please tell us about other jobs you have done and about the skills you used or learned in those jobs.

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## Supporting statement

Please tell us why you applied for this job and why you think you are the best person for the job.

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## Interview arrangements and availability

When inviting you for interview, we will ask whether you require any Reasonable Adjustments made due to a disability. If you require any adjustments made to help you to apply for this position, please contact ClearVision on 0208 789 9575 or info@clearvisionproject.org.

Are there any dates in early December 2021 when you will not be available for interview?

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When could you start working for us?

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## Right to work in the UK

Do you need a work permit to work in the UK? Yes / No

## References

Please give the names and contact details of 2 people who we can ask to give you a reference. One should ideally be able to comment on your work performance, if you have a previous employer/s. We may contact your referees before an employment offer is made. We will not ask your current employer until we get your permission.

### Referee 1

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### Referee 2

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## Declaration

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:

Please return this form to: info@clearvisionproject.org or: ClearVision Project, Linden Lodge School, 61 Princes Way, Southfields, London SW196JB.