

ASLEF Application for Employment



Name of Post :

PERSONAL DETAILS			
First Name:		Last name:	
Address:		Postcode:	
Tel (Home)		Tel (Work)	
Email			
CURRENT OR MOST RECENT EMPLOYMENT			
Employer's Name (where appropriate)			
Address			
Position Held			
Grade/Salary			
Notice Required			
DISABILITY			
If we know you have a disability we will make reasonable adjustments at interview.			
Do you have a disability you wish us to know about at this stage?	YES	NO	
REFERENCES			
Please give the names, addresses and telephone numbers of two referees. One should normally be your current or most recent employer.			
Name:		Name:	
Address:		Address:	
Tel:		Tel:	
Email:		Email:	
ADDITIONAL INFORMATION			
Do you have the right to work in the UK? (Under the Immigration, Asylum and Nationality Act 2006, we will be required to see and copy documentation if you are short-listed.)	YES	NO	
DECLARATION			
I declare that the information given in this application is correct.			
Signed:	Date:		

PERSON SPECIFICATION

Please explain how you meet the requirements set out in the person specification.

You need to address each item in the specification, and give concrete examples of your skills, abilities, experience, and achievements. If you prefer you may write or type this part on separate sheets. Please use the same headings and do not write more than 2 pages of A4 and remember to put your name on all additional sheets.

PREVIOUS EMPLOYMENT

Please list all previous jobs, starting with the most recent and including all periods of work experience / work placements / voluntary work.

From (Date)	To (Date)	Name and Address of Employer	Job Title	Reason for Leaving

TRAINING AND DEVELOPMENT

Please list any training or development courses you have attended which are relevant to your application. Please list courses provided by Trade Unions, the TUC, voluntary organisations or employers. You may continue on a separate sheet if necessary.

From (Date)	To (Date)	Title of Course	Provider	Qualification Obtained (if relevant)

EDUCATION

Please give the details requested, starting with the most recent.

From (Date)	To (Date)	Name and address of secondary school, college, university / other	Course followed	Qualification Obtained

Where requested we will provide feedback to any candidates interviewed for a position at ASLEF. Unfortunately, if the volume of applications for a vacancy is high, we are not always able to provide feedback on application forms. All applications received will be acknowledged.

To read ASLEF's Privacy Policy please visit www.aslef.org.uk/page.php?id=14