



<b>POST DETAILS</b>	<p>POST APPLIED FOR: Cafe Manager</p> <p>BASED AT <b>The Bridge Community Education Centre Lucraft Road Brighton BN2 4PN</b></p> <p>CLOSING DATE FOR RETURN OF APPLICATION FORMS: 2<sup>nd</sup> August 2010</p> <p>HOW DID YOU FIND OUT ABOUT THIS POST?</p>	
<b>PERSONAL DETAILS</b>	<p>Family name First name Preferred name</p> <p>Address</p> <p style="text-align: right;">Postcode</p> <p>Contact telephone number</p> <p>Do you hold a current full driving licence?                      Yes No</p> <p>Do you have access to a car for work purposes?                      Yes No</p> <p>Do you hold a work permit to work in the UK?                      Yes No</p> <p style="text-align: right;">(please circle)</p>	
<b>REFERENCES</b>	<p>Name</p> <p>Position</p> <p>Relationship</p> <p>Address</p> <p>Postcode</p> <p>Contact Number:</p>	<p>Name</p> <p>Position</p> <p>Relationship</p> <p>Address</p> <p>Postcode</p> <p>Contact Number:</p>

<b>YOUR EDUCATION</b>			
<b>SCHOOL</b>	<b>From</b>	<b>To</b>	<b>QUALIFICATIONS GAINED</b>
<b>FURTHER EDUCATION/ PROFESSIONAL QUALIFICATIONS</b>			
<b>TRAINING</b> Please list your training with the most recent first			
<b>COURSE</b>	<b>DATE</b>		<b>QUALIFICATIONS</b>
<b>PRESENT EMPLOYMENT/VOLUNTARY WORK</b>			
<b>Date started</b>	<b>NAME AND ADDRESS OF EMPLOYER</b> (or last employment if not currently employed)		<b>DUTIES</b>

Previous Employment

From	To	Position	Employer/Organisation	Reason for leaving

**Why do you want this job? (Continue on reverse if necessary)**

Please clearly indicate the ways in which you meet the requirements of the person specification. You may draw on skills, abilities and experience gained through work, whether paid or voluntary, spare time interests, and activities such as child rearing or home keeping. It is very important to organise your statement in paragraphs to match the criteria in the person specification. You are welcome to continue on additional pages.

**Any other information relevant to your application - in particular if the job, description specifies requirements or skills (e.g. driving licence) which you have not already mentioned.**

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<b>HEALTH</b>
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How many days did you have off sick in the past two years?
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Please give details of absences of five days or more
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Were any absences connected to a disability?
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<b>DO YOU HAVE ANY UNSPENT CRIMINAL CONVICTIONS, CAUTIONS OR BIND OVERS?</b>
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If you have answered yes to the above please give details here. Any information given will be treated with the strictest confidence.
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<b>NATIONAL INSURANCE NUMBER:</b>
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<b>THANK YOU FOR COMPLETING THIS FORM</b>
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- Please sign and date your form

Signature:.....

Date:.....

and return your application to:  
**Private and Confidential**  
**Jayne Ross**  
**The Bridge Community Education Centre**  
**South Building**  
**Falmer School**  
**Lucraft Road**  
**BRIGHTON BN2 4PN**

