**CASEWORKER FOR JEREMY WRIGHT MP**



**Application Form**

PLEASE COMPLETE IN BLOCK CAPITALS

|  |  |
| --- | --- |
| Surname(Mr/Mrs/Miss/Ms/other) |  |
| Forename(s) |  |
| Home Address |  |
|  |
|  |
| Post Code |  |
| Home Telephone No. |  |
| Mobile No. |  |
| Email Address |  |

|  |
| --- |
| **EMPLOYMENT HISTORY (most recent first)** **Please include all employment and explain any gaps in employment.** *Please create additional rows if necessary* |

|  |  |  |  |
| --- | --- | --- | --- |
| Dates (Day/Month/Year) | **Contact Name,** **Full Address, and****Tel No. of Company** | PositionsHeld | Reasonfor Leaving |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **EDUCATION AND TRAINING****Candidates will be required to produce certificates for the highest qualification(s) attained, prior to an offer of employment being made.** |

|  |
| --- |
| **General Education** |
| Dates | Secondary School | Examinations Passed with Results |
|  |  |  |
| **Further/Higher Education** |
| Dates | College/University | Qualifications Obtained with Results |
|  |  |  |
| **Additional Specialised Training, including any Membership of Professional Bodies (if applicable)** |
| Dates | Training Organisations | Training Course Details |
|  |  |  |
| **OTHER** |
| Leisure, voluntary and other interests. |

**APPLICATION QUESTIONS**

|  |
| --- |
| 1. Describe below your experience of dealing with people at all levels, from members of the public to senior managers or public figures (maximum 300 words)
 |
| 1. Please outline your experience of maintaining administrative systems (maximum 300 words)
 |
| 1. With reference to the job description and person specification, please use this section to demonstrate how your skills, abilities and experience meet the specific requirements of the role (maximum 750 words)
 |
| 1. Please describe a challenging project which you were asked to plan and take through to conclusion (maximum 300 words)
 |

|  |
| --- |
| **REFERENCES*** *References will only be sought for shortlisted candidates.*
* *The first referee must be your present or most recent employer or educational provider.*
* *Please do not give relatives or people solely in the capacity as friends as a referee.*
* *Other previous employers may also be approached for information, before interview, to verify details on your application form such as particular experience or qualifications.*
 |
| **REFEREE 1** | **REFEREE 2** |
| Name:  | Name:  |
| Position Held:  | Position Held:  |
| Address:  | Address:  |
| Telephone:  | Telephone:  |
| Email:  | Email:  |
| Capacity known to applicant:  | Capacity known to applicant:  |
| If you are known to either referee by any other name, please give details: |
| If you would not like us to approach either or both of the two referees above prior to an offer of employment being made, please state reasons below: |

|  |
| --- |
| Please let us know here if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process |

**Notes for applicants:**

* Please include a copy of your CV with this application form
* Please note that security checks will need to be carried out in accordance with House of Commons guidance prior to an offer of employment being made.

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 ……………………………………

**Completed Application Forms and CVs should be emailed to:**

**tomr.williams@parliament.uk**