



APPLICATION FORM – CONFIDENTIAL

1. Personal information – please note that this post is only open to female applicants , in accordance with Schedule 9 (part 1) of the Equality Act 2010	
Full Name:	Title:
Address:	
Contact details:	
Home:	Work:
Mobile:	Email:

2. References	
We need two references for you to work with The Quetzal Project. One of these should be a recent employer (either voluntary or paid work), a tutor or someone similar.	
Present/most recent employer	Second referee
Name:	Name:
Address:	Address:
Email address:	Email address:
Telephone number:	Telephone number:
Capacity in which known to you and for how long:	Capacity in which known to you and for how long:

3. Present or most recent employment/ voluntary position

Post title:			
Employer's name:			
Address:		Start date:	
		End date if no longer employed:	
Postcode:		Telephone number:	
Brief description of duties and responsibilities:			

4. Employment/ Voluntary History

Most recent first – include temporary, unpaid or voluntary work as well as paid employment

From	To	Employer's name and address	Position held	Brief description of duties and responsibilities	Reasons for leaving

5. Education and Training

Please give full details of relevant educational and post-related training and qualifications, including dates and results where appropriate

From	To	Educational/ Training Establishment	Course/ Training Details	Qualifications Gained	Results if applicable

3. Supporting Statement - Please state below how you meet the requirements of the Person Specification and why you want to work for Quetzal.

Do you have a full driving licence?	Yes/No
Do you have access to a car?	Yes/No
Do you have any unspent convictions within the terms of the Rehabilitation of Offenders Act? If Yes, please state:	Yes/No
This post requires a DBS check. If the post you are applying for is exempt under the terms of the Rehabilitation of Offenders Act 1974, you are also required to state spent convictions, cautions, reprimands and final warnings. Have you any spent convictions to declare? If yes please state:	Yes/No

4. Declaration

I declare that this application is true and correct, and I understand that a successful appointment is subject to satisfactory references.

Information in this application will be processed in accordance with the Data Protection Act.

Signed: _____ Date: _____

Please return this application form together with the Equal Opportunities Monitoring Form by 5pm on 29th September to:

Kaneez@quetzal.org.uk

Or post a hard copy to:

Kaneez Osman
Administrative Officer
The Quetzal Project
14-16 Talbot Lane
Leicester
LE1 4LR