

# **SHPRESA PROGRAMME**

Address: Mansfield House 30 avenons rd, London E13 8HT  
Tel: 020 75111586 email:shpresaprogramme@yahoo.co.uk

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## **Application Form**

**You should attempt to answer all relevant questions as fully as possible.  
We do not accept CVs as they do not provide all the information we require.**

### **1. Personal details**

**Post for which you are applying:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address for Correspondence:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Contact telephone numbers:**

**Day/mobile:** \_\_\_\_\_

**Evening:** \_\_\_\_\_

If we need to contact you at work we will be discreet.

**Dates you are not available for interview?** \_\_\_\_\_

We cannot guarantee to arrange an interview if you are not available for a specific date.

**If successful, how soon would you be able to start?** \_\_\_\_\_

**Where did you see this post advertised?** \_\_\_\_\_

## 2 Education and Training

Please use this section to tell us about education, qualifications and other training that you consider relevant to this post.

Subject	Level/Qualification

Please list any training you are currently doing which you feel is relevant to this post:

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## 3. CURRENT OR MOST RECENT EMPLOYMENT

Name and Address of Employer:

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Salary: \_\_\_\_\_

Position held: \_\_\_\_\_

Dates employed: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Brief outline of duties and responsibilities: \_\_\_\_\_

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#### 4. Previous Employment

Please continue on a separate sheet if necessary.

Name and address of Employer	Dates Employed	Position, salary and brief description of the role

#### 5. Unpaid Experience

Please use this space to inform us of any unpaid experience that is relevant to the post..

Organisation	Activity/Experience	Dates

## 6. Skills and General Information

On a separate sheet(s) please tell us why you are applying for this post. Please use no more than 2 sides of A4 paper. It is important to address the requirements listed in the Person Specification, as it is on this basis that your application will be addressed. You must demonstrate that you meet the Person Specification, by giving relevant explanations and examples of your skills, experience, knowledge and abilities.

## 7. References

Please supply details of two referees. These should be people who can comment on your ability to meet the Job Description and Person Specification and can not include relatives or purely personal friends. The first reference should be your current or most current employer.

### First referee:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Job title: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

May we contact prior to interview? YES/NO

### Second Referee:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Job title: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

May we contact prior to interview? YES/NO

**Declaration**

**I certify that the information given on this form is correct to the very best of my knowledge.**

**Signed**\_\_\_\_\_ **Date:**\_\_\_\_\_

**Please return to :** The Project Director, Shpresa Programme, Mansfield house.,  
30 Avenons Rd. London E13 8HT.