



## Application for Employment (Non-Academic Staff)

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Position of: \_\_\_\_\_

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### Personal Particulars

Preferred Title: \_\_\_\_\_ Given Name: \_\_\_\_\_ Surname: \_\_\_\_\_

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

Postcode: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternative Contact: \_\_\_\_\_

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

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### Education

Schools, College and Universities attended	From	Dates To	Full or Part-time	Details and level of attainment

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### Trade or Professional Qualifications (show dates gained)

Qualification	Date

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### Membership of Relevant professional Bodies, Associations etc

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**Employment History (start with current to last position held)**

Employer's Name and Address \_\_\_\_\_ Service \_\_\_\_\_ Job Title \_\_\_\_\_ Brief Description of Duties \_\_\_\_\_  
To \_\_\_\_\_ From \_\_\_\_\_

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**Referees (please list three people willing to provide a referee's report, if necessary)**

Name \_\_\_\_\_ Position/Organisation \_\_\_\_\_ Professional or Personal \_\_\_\_\_ Phone Number \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Have you any known condition, which we may need to accommodate for at either interview or for you to perform the duties of the position for which you have applied?  No  Yes (If yes, please give details)

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I, \_\_\_\_\_ am aware that John Paul International College holds personal information for the purpose of this employment application. I give John Paul International College permission to conduct the relevant reference checks and obtain the required information from past employers and/or other relevant parties. I understand that this will be done in an ethical and legal manner and will not compromise my current employment situation.

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Applicant's Signature \_\_\_\_\_

Date: \_\_\_\_\_

**If appropriate, please attach a Curriculum Vitae and any supporting documentation demonstrating your ability to undertake this position.**

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