Please complete this form in black ink or typescript and return to:

HR Department, WANO London Office, Level 35, 25 Canada Square, London, E14 5LQ.

(Telephone 020 7478 9200)

or email jobs@wano.org

(Please save this application form using your own name as the file-name, e.g. John Smith.doc, if you are submitting it by email)

|  |
| --- |
| Post Applied For: |

|  |
| --- |
| **Personal Details** (Please complete this section in BLOCK CAPITALS). |
| Surname: | Forename(s): |
| Address (including postcode): |
| Telephone number (Day): | (Evening): |
| If it would help us to contact you, please provide the following:-Mobile telephone number: | Email address: |
| **Education** (Please give details of education, starting with the most recent first). |
| Place and dates of study | Level/Subject/Grades | Date Obtained |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Professional Qualifications** (Please give details of membership of professional organisations, where relevant). |
| Dates | Course/Level/Membership | Date Obtained |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Training** (Please give details, including dates of training courses relevant to your application). |
|  |  |
|  |  |
|  |  |
| **WANO Experience** (Please give details, including dates of any previous WANO experience/interactions you have had). |
|  |  |
|  |  |
|  |  |

(Please continue on an A4 separate sheet if necessary, ensuring that you put your full name on any additional sheets).

|  |
| --- |
| **Employment** |
| Name and address of present or most recent employer | Dates(From and To) | Job title and brief details of the nature of the work | Reasons for leaving/wishing to leave/go on secondment |
|  |  |  |  |

|  |
| --- |
| **Previous Experience** (Please list your experience in reverse order, starting with the most recent example. Where relevant to the job, the experience listed may include voluntary work or caring for others as well as paid employment). |
| Name and address of employer(where relevant) | Dates(From and To) | Job title (where relevant) and brief details of the nature of the work | Reasons for leaving |
|  |  |  |  |

(Please continue on an A4 separate sheet if necessary, ensuring that you put your full name on any additional sheets).

|  |
| --- |
| **Additional Information in Support of Candidate’s Application**(Please use the space below to outline how the skills you have acquired through paid or unpaid work, education and special interests relate to the requirements of the post in the job profile). |
|  |

(Please continue on a A4 separate sheet if necessary, ensuring that you put your full name on any additional sheets).

|  |
| --- |
| **References** (Please give details of two referees. A referee should be someone you know in a professional capacity and one must be your present or most recent employer). |
| Present employer (Last employer if not currently employed) |
| Name: | Relationship: |
| Contact address: |
| Email address: | Telephone number: |
| May we approach this referee before interview? Please indicate YES / NO |
| Name: | Relationship: |
| Contact address: |
| Email address: | Telephone number: |
| May we approach this referee before interview? Please indicate YES / NO |

|  |
| --- |
| **Additional Information** |
| List any dates you are unavailable for interview. |
| Please give details of your availability/notice requirement (if offered the position). |
| **Declaration** |
| I understand that the data I have given will be used for the purposes of this recruitment exercise and hereby give my permission for my details to be retained for that purpose. I declare that the information I have given is, to the best of my knowledge or belief, true and complete and understand that my application may be rejected or that I may be dismissed without notice for withholding relevant details or giving false information.If you are submitting this form by email, please check this box to indicate that you have read and accept the above declaration [ ] OR sign below if you are submitting this form by post. |
| Signature: | Date: |

**Please ensure that you complete and return an Equal Opportunities Form**