**Guidelines for Applicants**

Upon completing the application form, please make sure that you:

* Have read the job description and person specification related to this post.
* Are able to demonstrate how you meet the criteria listed on the person specification, which is on the last page of the job description. Wherever possible, give examples; or fully explain how the criteria relate to your skills, experience and abilities.
* Have addressed every point on the person specification.
* Complete all sectionsusing **black ink or type**.

We will not accept CVs; only completed application forms will be used in the short-listing process. We regret that we will not accept applications received after the deadline as this would be unfair to other candidates.

All information will be treated as strictly confidential.

Please e-mail your application to: [admin@latinelephant.org](mailto:admin@latinelephant.org) with ‘Recruitment MEB’ in the subject line.



We wish you the best of luck with your application!

#### Application for the post of:

**1. Personal details**

###### Surname:

First name:

Address:

Telephone (Day): (Evening):

E-mail:

**2. References**

Please give the name and addresses of two referees, indicating in what capacity you know them. At least one of them must be your most recent employer. We will only seek references if you are offered the post, but these will be required before any formal offer can be made.

| Name:  Address:    Daytime contact number:  Email:  Relationship to the referee? |
| --- |

| Name:  Address:  Daytime contact number:  Email:  Relationship to the referee? |
| --- |

**3. If you are currently employed, what period of notice are you required to give?**

|  |
| --- |

**4. If you have a disability or access needs, do you have any requirements if you are shortlisted for an interview? Please specify.**

|  |
| --- |

1. **Education and Training**

Please give details of any qualifications/skills you have and of training taken, including training relevant to this position.

| **Dates attended** | **Name and address of University/College, etc.** | Courses taken | **Qualifications gained** |
| --- | --- | --- | --- |
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## Current/most recent employment

Please give details of your present or most recent employment

| **Employer’s name:** | |
| --- | --- |
| **Address:** | |
| **Telephone number:** | |
| **Post held:** | |
| **Dates employed from:** | **To:** |
| **Brief description of responsibilities:** | |

**7. Work Experience**

Please provide a summary of you past employment, both paid and unpaid (continue on a separate sheet if needed)

| **Dates** | **Employer’s name and type of business** | Post held & brief description of duties | **Reason for leaving** |
| --- | --- | --- | --- |
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**8. Languages:**

| **Language** | **Written (Basic, Good, Fluent)** | **Spoken (Basic, Good, Fluent)** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

**9. Skills and experience**

In this section, please state how your skills and experience meet the essential requirements of the person specification enclosed in the information pack. You may continue on no more than **two** additional sheets.

|  |
| --- |

**10. Permission to work in the UK:**

Do you have permission to work in the UK? In order to take up any appointment with Latin Elephant you must first provide evidence of your eligibility to work in the UK.

YES ☐ NO ☐

**11. Rehabilitation of Offenders Act 1974**

If you have been convicted of a criminal offence which is not spent, as defined by the Rehabilitation of Offenders Act 1974, please give details:

**12. Declaration**

I declare that all information given on this form is true and correct to the best of my knowledge.

Signature of applicant:

Date