

English Riviera



GLOBAL GEOPARK



JOB APPLICATION

We thank you for your interest in this position. Please return your completed application forms to ERGO Office, Kents Cavern Ltd, 89 Ilsham Road, Torquay, TQ1 2JF by Thursday 31st July 2008. Successful candidates will be invited to attend an interview on Tuesday 5th August 2008 in Torquay.

POSITION APPLIED FOR: **Geopark Project Officer**

Please complete this application by hand. NO CVs PLEASE.

Personal Details

SURNAME (Mr/Mrs/Miss/Ms)		FIRST NAME(S)	
PREVIOUS SURNAME			
HOME TEL NO		MOBILE NO	
POSTAL ADDRESS			
POST CODE			
E-MAIL ADDRESS			

Education/Qualifications

School/College/University	Full/Part Time	Dates From	To	Qualifications	Grades

Job Related Training

Course Title	Organising Body	Dates/Duration

Professional Memberships/Other Qualifications

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Other Information

Do you have any convictions which are not spent under the Rehabilitation of Offenders Act, 1974	YES	NO
If yes, please give details:		
Do you hold a current driving licence?	YES	NO
Any endorsements?	YES	NO
Do you have your own transport?	YES	NO
Are you registered disabled?	YES	NO
If so, please give details below:		
Wherever possible and reasonable we will make adjustments and offer alternatives to help a person with a disability through the application and selection process. Please provide details below of any information you would like us to take into account with regard to your disability in order to offer you a fair selection interview.		

Interests & Hobbies

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Present/Last Employer

EMPLOYER NAME:	
ADDRESS:	DATE APPOINTED: DATE LEFT (if applicable): NOTICE REQUIRED: SALARY:
MAIN DUTIES & RESPONSIBILITIES:	
REASON FOR SEEKING OTHER EMPLOYMENT:	

Previous Employment (most recent first)

Please account for any gaps and continue on a separate sheet if required

Job Title	Name & Address of Employer	Full/ Part Time	Dates From	To	Salary	Reason for Leaving

Personal Statement

In support of your application, please outline how you feel your skills, experience, qualifications, personal qualities and interests make you especially suitable for the job. (Continue on a separate sheet if necessary)

References

Two references will be taken up. Please give details below; one of which should be your most recent employer and both of whom must be able to comment on your work/career background. All offers of employment are subject to satisfactory references.

Name: _____ Name: _____

Relationship: _____ Relationship: _____

Postal Address: _____ Postal Address: _____

Telephone No: _____ Telephone No: _____

May be contacted prior to interview: YES/NO
YES/NO

May be contacted prior to interview:

I CERTIFY THAT THE INFORMATION DETAILED IS CORRECT AND UNDERSTAND THAT FALSE OR WITHHELD INFORMATION MAY LEAD TO THE TERMINATION OF EMPLOYMENT.

Signed: _____ Date: _____

Unfortunately we are unable to acknowledge applications. If you have not heard from us by 1st September 2008, please assume you have not been successful on this occasion. Your information will be kept on file for 6 months.