**Touch Global Employment Application Form**

1. **APPLICANT INFORMATION:**

|  |  |
| --- | --- |
| Applicant Name: |  |
| Home Phone: |  |
| Mobile Phone: |  |
| Email Address: |  |
| Current Home Address: |  |

How were you referred to Touch Global?

Position(s) applying for:

Are you applying for full-time work, part-time work, or both?

Can you work weekends? YES/NO

If appointed when could you start? Give period of notice if applicable.

Please continue onto the next section.

1. **EDUCATION INFORMATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| School (11+) | Date Start/Finish | Qualification  and Grade | Date obtained |
|  |  |  |  |
| College/University | Study dates | Qualification  and Grade | Date obtained |
|  |  |  |  |
| Ongoing Professional Development | Study dates | Qualification  and Grade | Date obtained |
|  |  |  |  |

1. **TRAINING & DEVELOPMENT INFORMATION:**

*Please use the space below to give details of any training or non-qualification based development which is relevant to the post and supports your application.*

|  |  |
| --- | --- |
| Training Course | Course Details |
|  |  |

|  |
| --- |
| **Current Membership of any Professional Body/Organisation** |
| Please give details: |

1. **EMPLOYMENT INFORMATION:**

Current or most recent employer:

|  |  |
| --- | --- |
| Employer Name: |  |
| Position Held: |  |
| Dates Worked: |  |
| Reason for Leaving: |  |
| Contact Name of Line Manager for Reference: |  |
| Employer Address: |  |
| Brief Description of Duties: |  |

Previous employer:

|  |  |
| --- | --- |
| Employer Name: |  |
| Position Held: |  |
| Dates Worked: |  |
| Reason for Leaving: |  |
| Contact Name of Line Manager for Reference: |  |
| Employer Address: |  |
| Brief Description of Duties: |  |

Previous employer:

|  |  |
| --- | --- |
| Employer Name: |  |
| Position Held: |  |
| Dates Worked: |  |
| Reason for Leaving: |  |
| Contact Name of Line Manager for Reference: |  |
| Employer Address: |  |
| Brief Description of Duties: |  |

Previous employer:

|  |  |
| --- | --- |
| Employer Name: |  |
| Position Held: |  |
| Dates Worked: |  |
| Reason for Leaving: |  |
| Contact Name of Line Manager for Reference: |  |
| Employer Address: |  |
| Brief Description of Duties: |  |

*Continue on additional sheets if necessary.*

1. **SUPPORTING INFORMAITON:**

Please use this section to demonstrate why you think you would be suitable for the post by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used.

|  |
| --- |
|  |

*Continue on additional sheets if necessary.*

1. **REFERENCE INFORMATION:**

Please give the detail of **two** references – see guidance sheet for further information.

|  |  |
| --- | --- |
| Referee Name: |  |
| Relationship to you: |  |
| Address: |  |
| Email: |  |
| Tel: |  |

|  |  |
| --- | --- |
| Referee Name: |  |
| Relationship to you: |  |
| Address: |  |
| Email: |  |
| Tel: |  |

|  |
| --- |
| 1. Statement to be signed by the applicant   Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.  **I agree that Touch Global can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.**  **I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.** |

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | **Date:** |  |
|  |

**Please send the completed application to** [**Careers@touchglobal.co.uk**](mailto:Careers@touchglobal.co.uk)**, along with any supporting documents**

**Good luck with your application and thank you for your interest in Touch Global.**