

**Position Applied for:** \_\_\_\_\_

## Personal Details

Surname: \_\_\_\_\_ Forenames(s): \_\_\_\_\_

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

\_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

Are you eligible to work in the UK? \_\_\_\_\_

## Education and Training

Schools/Colleges/ Universities	Dates From	To	Qualifications obtained (including grade)

Other qualifications/training courses relevant to this position

Date	Qualification

**Empowering people with the tools that create livelihoods and transform lives**

Tools with a Mission, 2 Bailey Close, Hadleigh Road Industrial Estate, Ipswich, IP2 0UD

t: 01473 210220 e: [post@twam.uk](mailto:post@twam.uk) [twam.uk](http://twam.uk)

Registered charity No: 1104903 (England and Wales) A company limited by guarantee and registered in England no: 5114575

## Employment History

<b>Employer</b> In date order	<b>Dates</b> From	<b>To</b>	<b>Position held</b>
Summary of duties			
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Summary of duties			

How many unscheduled days of work did you miss last year? \_\_\_\_\_

Period of notice required? \_\_\_\_\_

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## About you

Do you have any disability-related requirements that we need to take into account and make adjustments for should we invite you to an interview?

What particular skills will you bring to this position?

Is there any other relevant information you would like to add to support your application?

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## References

Please provide the details of two people we can approach for a reference. One should be your current/last employer.

Relationship to you	
Name	
Address	
Email	
<hr/>	
Relationship to you	
Name	
Address	
Email	

## Data Protection Act Declaration

The information on the application form will be held and processed in accordance with the requirements of the Data Protection Act 1998.

1. I understand that the information is being used to:
2. Process my application for employment;
3. Form the basis of a computerised record on the recruitment system for processing and monitoring purposes;
4. Form the basis of a manual job file with other application forms and will be used for processing;

If appointed, form the basis of a manual and computerised employment record.

I declare that the information provided on this form is true and complete to the best of my knowledge and belief. I understand that any false or omitted information may result in dismissal or other disciplinary action if I am appointed.

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# TWAM

Tools with a Mission

Please note:

All information received will be dealt with in confidence, consistent with our commitment to safeguard adults at risk.

The facts set forth in this application for employment are to the best of my knowledge, true and complete.

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

When completed please return with your CV and covering letter to:

Mike Griffin  
Chief Executive Officer  
Tools with a Mission  
2 Bailey Close  
Hadleigh Road Industrial Estate  
Ipswich  
IP2 0UD

Or email to: [mikeg@twam.uk](mailto:mikeg@twam.uk)

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