



Job Application Form

Job Reference	Job Title	Job Range

Part 1 about you

Surname	
Forename(s)	
Home Address	
Correspondence Address (if different to home address)	
Email address	
Please indicate your preferred correspondence method: BY EMAIL BY POST	
Telephone Numbers (home)	
Telephone Number (work)	
National Insurance Number	

Part 2: about hours of work

The treasury Group are Equal Opportunities employers and recognize that some applicants may			
Do you want to work part-time?	yes		no
Approximately how many hours a week do you want to work?			

Part 3: About your education and qualifications

Please give details of your education			
Dates		Educational Institution	Qualifications, subjects and grades
Form	to		

Part 6: Sickness Absence

How many days absence have you had in the last two years due to sickness?
(Please do not include absences relating to maternity or a medical condition covered by the Disability Discrimination Act).

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Part 7: Referees

If you are permanently employed by the Treasury Group you do not need to complete this section.

Please provide the name, address and occupation details of two people who have agreed to act as referees. They must be people who know you well, are not relatives and one must be your current or most recent employer. We require references that cover the previous three years employment, therefore please give details of additional referees if necessary.

Referee 1			
Full name			
Occupation			
Address			
Email address			
Telephone Number		Fax Number	
Referee 2			
Full name			
Occupation			
Address			
Email address			
Telephone Number		Fax Number	

Referees will be contacted once you have accepted a provisional offer and not before. By returning this application form you are giving your permission for the Treasury Group to

Part 8: Declaration

I declare that this application form has been completed by me and all the information I have given is true to the best of my knowledge and belief. I understand that if I have given any information I know is false, or if I withhold any relevant information, it may lead to my application being rejected, or if I have been appointed, to my dismissal.

Signature	Date