

Application for employment

(If you would like to have this form emailed to you so you can complete it in Word
please email anna.wallis@red2green.org)

Post:

1. Personal information

Surname	Forenames.....
Address	
.....	
.....	
.....Postcode	
Home telephone no.....Mobile	
Email address	

2. Education and qualifications (please list, starting most recent first)

Name of school/college/ university/polytechnic etc	From	To	Qualifications gained & grades

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3. Employment history (please start with current or most recent appointment first)

Employer	From	To	Position held and key responsibilities	Salary on leaving

4. Other relevant experience including any voluntary work, interests and skills

5. Additional information

- | | |
|---|----------|
| 1. Do you possess a current full driving licence? | Yes / No |
| 2. If yes, do you have regular use of a car during working hours? | Yes / No |
| 3. Are you subject to any legal restrictions in respect of your employment in the UK? | Yes / No |
| 4. Do you require a work permit? | Yes / No |
| 5. Have you passed a Midas driving test? | Yes / No |
| 6. Have you ever been convicted of a criminal offence?
(declaration subject to the Rehabilitation of Offenders Act 1974) | Yes / No |

If yes, please give details (please note that a previous conviction does not necessarily mean that your application will not be considered).

Please note: Red2Green requires all staff and volunteers to complete a Criminal Records Bureau (CRB) check. We will ask you to complete one should you be offered the post. Having a criminal record will not necessarily bar you from working for us. This will depend on the nature of the position and the circumstances and background of the offences.

6. References

Would you prefer us not to contact your present employer without further reference to you?

Please give names and addresses of two persons to whom reference can be made. The first should be your present/last employer, if applicable. Please indicate each referee's position in relation to you (e.g. former employer, teacher, friend etc)

Name.....	Name.....
Job title.....	Job title.....
Address.....	Address.....
Tel no.....	Tel no.....
Position.....	Position
E-mail address.....	E-mail address.....

7. Letter of application

Please detail here why you would like to work for Red2Green and why you think you're a suitable candidate (remember to point out how your skills and experience match those in the person specification). You may want to continue on a separate sheet; if so, please put your name on the top.

Continue on following page:

Letter of application continued:

Declaration

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct.

.....
Signature of candidate

.....
Date

Return to: Red2Green, Harvey's Barn, Park End, Swaffham Bulbeck, Cambridge, CB25 0NA

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