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**ADVICE SERVICES ALLIANCE**  
**RECRUITMENT APPLICATION FORM**

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**IMPORTANT**

We advise you to read the application form throughout before starting to complete it. When reading the application form please also read the Person Specification. The skills, abilities and experience that we are looking for are outlined there. Please try to fit all your answers on the form, but if you do need more space for your answers please use an extra sheet. Please **do not** include a general CV as a substitute for this form or any bulky background materials. Please type or write clearly using black ink (it is easier for us to photocopy). Do not staple your completed form. **Please return this form, no later than first post on the closing date, to:**

**Advice Services Alliance (Recruitment)**  
**12<sup>th</sup> Floor**  
**New London Bridge House**  
**25 London Bridge Street**  
**London SE1 9SG**

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**POST FOR WHICH YOU ARE APPLYING:**

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**NAME:**

**ADDRESS:**

**PHONE DAY:**

**PHONE EVENING:**

**E-Mail:**

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## 1. EDUCATION AND TRAINING

Please list briefly your education and training. Please start with the most recent activity and work backwards.

<b>Dates</b>	<b>Details</b>	<b>School/College/Organisation</b>
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## 2. WORK EXPERIENCE

Please list briefly your work experience, including both paid and unpaid work. Please start with the most recent activity and work backwards.

<b>Dates</b>	<b>Job/Activity</b>	<b>Employer/Organisation</b>
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### **3. EXPERIENCE, KNOWLEDGE AND SKILLS FOR THE POST**

Please give brief details of the experience, knowledge skills that you can bring to the post. In doing so, please address each of the criteria listed in the person specification. Please continue on a separate sheet if necessary.

#### **4. OTHER EXPERIENCE AND SKILLS**

Please give brief details of any other experience or skills that you have and which you think are relevant to this post.

#### **5. PRACTICAL MATTERS**

- 5.1 If you wish, please tell us about any aids or assistance that might help you to do the job. The information, which you provide, will not jeopardise your application.
  
- 5.2 Please tell us of any specific request that you have regarding working hours. We will try to be flexible but we cannot guarantee that we can meet your request.

## **6. REFERENCES**

Please give the name, address and, if possible, daytime phone number of two referees, one of whom should normally be your current employer. We will only take up references of the successful candidate, after interview.

**First Referee**

**Second Referee**

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## **DECLARATION**

I confirm that to the best of my knowledge the information given in this application is correct, that I am lawfully able to undertake this work, and that any information that I have given can be treated as part of any subsequent contract of employment.

**Signed:**

**Date:**