



Three Trees Community Centre
 Hedingham Grove
 Chelmsley Wood
 B37 7TP
 0121 770 8590

www.3trees.org.uk

You will probably get this form as a pdf, please print it off and write in the boxes (old school but we like it). If you have the technology you can type, but we know such things exist so it won't convince us you are a technological genius. Keep your answers short and to the point. You can use a continuation sheet but please don't use more than one extra side as we have short attention sp

Position applied for			
Your details			
Preferred Title			
Name			
Address			
Telephone			
email			
About you			
Education & Qualifications Dates/grades/where from (just give us the highlights!)	School/College/University	Qualification	Grade
Training and Development Please give details of any training and development or non-qualification courses you have undertaken			
Employment History Please give details of your employment history in order of date (Most recent first) including a brief outline of duties and responsibilities for each.			

**Voluntary
experience**

Please give details of any
voluntary work you've undertaken
either past or present.

**Skills &
Experience**

Why are you applying, how do you
meet the Person Specification,
what else do we need to know
about you?

**Personal
Attributes:**

Who you are is more important
than a list of things you've done.
Tell us about yourself and your
strengths (and weaknesses)

Do you hold a current driving licence?		YES/NO
<small>This is not essential but may be useful</small>		
Any other information you feel relevant		
Referees		
<small>Please give two referees who are not related to you. Where possible one should be your present or most recent employer. We will only approach referees with your permission and if you are offered the job.</small>		
Name		
Job title		
Organisation		
Address		
Email		
Name		
Job title		
Organisation		
Address		
Email		

Please return this application before 16th August in hard copy form to:

R Roberts
 Three Trees Community Centre
 Hedingham Grove
 Chelmsley Wood
 B37 7TP

*We will acknowledge your application by email.
 We will inform candidates who have been shortlisted for interview by 23rd August.
 If you don't hear from us by then we regret that you will not have got through to interview this time.
 Please read this section again.*

And thanks for your interest!