

The Sheffield Cats Shelter

Position being applied for: Deputy Cat Welfare Manager (Maternity Cover)

Surname/Family Name and initials	Address: Post Code:
Daytime Tel: Home Tel: Mobile:	E-mail Address:

Current employment

Please complete details of your current or most recent employment

Job Held	Employer and Address	From To (if applicable)	Wage/Salary

Give details of main duties and responsibilities:

Length of notice required or date you could start:

Employment: Please give details of all previous jobs since leaving full time education. Include details for any period not accounted for by employment, education or training (e.g unemployment, voluntary work, raising a family etc)

Employer	Job held & brief details	Reason for Leaving	From	To

Qualifications and Training

Please give details of any qualifications obtained and training courses undertaken, with dates.

Qualifications and Training (show grades and where obtained)	From	To

Suitability for the role

Please state why you think you are suitable.

Note: We will match the information provided by you, against the person specification to create a shortlist of candidates. Ensure you give information for each point within the specification. You should include evidence of relevant experience and skills, whether these have been obtained in paid work or elsewhere.

You may attach additional sheets if needed.

Additional Information

Do you have any criminal convictions (other than 'spent' convictions), cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations? You may be asked to give details should you be shortlisted

Please state any dates you would be unavailable for interview

REFERENCES - Please give the names and addresses of two people to whom we may write for references. Referee (1) should be your present or most recent employer. Please state whether Referee (2) is in a personal or employment capacity.

Referee (1) (present or most recent employer)	Referee (2) *Employment/personal (*delete)
Name Job Title	Name Job Title
Address	Address
Tel No Email Address	Tel No Email Address

Note:- Any offer of employment will be subject to satisfactory references

By signing this form you authorise us to check any information you have given with third parties (e.g. previous employers) and you authorise them to disclose your personal information to us.

Declaration- The information on this form is true and correct and will be used as part of my contract of employment. I accept that any false statement or omission may lead to my being dismissed if appointed to the post.

Signature:

Date

Please return this form to:
The Charity Manager, The Sheffield Cats Shelter, 1 Travis Place, Sheffield S10 2DB
Or email to:- Personnel@thesheffieldcatsshelter.org.uk

Closing Date: Complete applications to be received by **4pm on 22nd February 2019**