



## Application Form

*Please write your answers in the boxes provided and include a copy of your C.V. with this application.*

Post Applied For:

First Name:  Surname:

Previous Surname:  Nationality:

Address:

Telephone Numbers – Home:

Work:

Mobile:

### QUALIFICATIONS/FURTHER/HIGHER EDUCATION

Please give details of your education, including information on the year, subject and grade of qualifications:

## **EMPLOYMENT HISTORY**

Please start with your present or most recent appointment and work backwards through your career:

Job Title/Position Held	Employing Organisation Name	Dates position held From To		Length of time in post	Description of post, Responsibilities and Experiences

Have you ever been dismissed or forced to resign from any employment?  
If yes, describe the circumstances on a separate sheet and attach.

Yes/No

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## **TRAINING COURSES**

Please list any relevant training courses you have attended:

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**INFORMATION**

Do you have a current driver's licence?

If yes, what year did you receive your licence?

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**MEDICAL HISTORY**

Please give brief details and approximate dates of any periods of sickness in the past 2 years:

Dates		No. of Days Absence	Reason for Absence
From	To		

Cotswold Archaeology reserves the right to verify the above with your current or previous employer and any offer of employment may be subject to a satisfactory medical examination.

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**REFERENCES**

Please name two referees. At least one of them should have knowledge of your present or most recent work and be in a supervisory/managerial capacity. References will not be taken up without your express permission and unless the applicant is shortlisted for interview. (Relatives should not be named as referees).

**1. Name:**

**2. Name:**

Occupation:

Occupation:

Address:

Address:

Tel. No:

Tel. No:

## **ADVERTISEMENT**

Where did you see this job advertised?

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## **STATEMENT**

When would you be able to start working?

I certify that all particulars on this application are true and correct. I understand that any offer of employment is subject to satisfactory references.

Signature:

Date:

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## **RETURN**

Completed forms with a CV attached should be sent to:

**E-mail:** [enquiries@cotswoldarch.org.uk](mailto:enquiries@cotswoldarch.org.uk)

**Address:** Cotswold Archaeology  
Building 11  
Kemble Enterprise Park  
Kemble  
Cirencester  
Gloucestershire  
GL7 6BQ

***Please ensure that you have completed all relevant parts of this application form and that you have attached a C.V.***

***A candidate found to have knowingly given false information or to have wilfully suppressed any material fact will be liable for disqualification or, if appointed, to dismissal.***