



# Education and qualifications (continue on a separate sheet if necessary)

## Secondary education

Qualifications	Subject	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Further education

Qualifications	Subject	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Current studies

University/College/Institute address	From	To	Pending qualification	Level
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## Training and development

*Please give details of any training relevant to the job for which you are applying. Include any on the job training, as well as formal training.*

Title of training programme/course description	Length of course	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Membership of professional bodies

Registration body	Registration number	Membership status	Expiry date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Please note: Candidates who are invited to an interview should be prepared to produce, on request, documentary evidence of any of the qualifications quoted above.*



## References

Please give the names and addresses of two individuals, not related to you, from whom we may obtain references. One of these must be your present or most recent employer. Referees should be able to comment on your ability to perform the job for which you are applying, if you have not been working during this time.

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
Post code: _____	Post code: _____
Relationship: _____	Relationship: _____
Tel: _____	Tel: _____
Fax: _____	Fax: _____
Email: _____	Email: _____
May we contact prior to interview? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact prior to interview? <input type="checkbox"/> Yes <input type="checkbox"/> No
Office use only	
Requested: _____	Requested: _____
Received: _____	Received: _____

## Health

As far as you are aware, are you suffering from or have you suffered in the past from any condition, either physical or mental, which may affect your ability to perform the duties of the post for which you are applying?

Yes    No   If yes, please give details \_\_\_\_\_

Number of days absent through illness in the last 12 months \_\_\_\_\_

## Declaration

I declare that the information given is correct to the best of my knowledge. I understand that omissions or incorrect statements or canvassing officers of the Trust will disqualify me or may lead to dismissal.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the completed application form to: **The Human Resources Department** at the address below

The HIV & AIDS charity for life

**Terrence Higgins Trust** 111-117 Lancaster Road London W11 1QT Tel: 020 7816 8630

Fax: 020 7816 8631 Email: [hr@tht.org.uk](mailto:hr@tht.org.uk) THT Direct: 0845 12 21 200 Website: [www.tht.org.uk](http://www.tht.org.uk) Donation Line: 0870 400 2266

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## Guidelines for completing the application form

Please remember the application form and supporting information is the **ONLY** information which the panel will have to base their decisions upon when shortlisting

## Your application form

- Read the advertisement and any additional supporting information received with it.
- The job description lists the tasks you would be expected to do and describes how the job fits in with other employees.
- The person specification details the experience, skills and abilities the post requires. It is vital that your application demonstrates how you meet these requirements.
- Read through the whole application form, **BEFORE** completing it.
- Remember when completing 'The reasons for applying' section, relate your skills knowledge and experience to the job description and person specification as fully as possible.
- Please do **NOT** write your name on the application form or on any additional sheets, other than the Equal Opportunities tearaway section. Please print the application serial number at the top of each additional sheet.
- The monitoring information section will be removed prior to shortlisting and will not be used for selection purposes. It will only be used for statistical monitoring purposes to ensure all applicants receive the same consideration and are treated fairly when applying for jobs.
- If you are applying for a position as a Job Share, please state on your application form why you wish to job share and how you think the job share will work. If you are applying with a partner for a job share post, please ensure you state that person's name.
- You may find it useful to take a copy of your completed application form for your own personal records.
- Finally, do not forget to sign and date your completed application form before returning it.

## Monitoring Equal Opportunities

Please complete this form. Do not detach it from the application form. This form will be separated from your application as soon as we receive it and will NOT be passed to anyone involved in shortlisting or appointing to this post. We recognise that discrimination may occur. To help us find out how far we are in succeeding in equal access to our jobs, and for this reason only, we need the information detailed below.

1. Sex  Male  Female

2. Title  Mr  Mrs  Miss  Ms

Other

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3. Surname:

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4. Forename(s):

---

5. Previous surname:

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6. Date of birth:

Age:

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7. Email:

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### 8. Disability

Would you describe yourself as having a disability?

Yes  No

If invited to interview, please state below any requirements

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### 9. Ethnic origin (categories recommended by the CRE)

Black African  Black Caribbean  Black (Other)

Indian  Bangladeshi  Pakistani

Chinese  White  Other

If other, please specify

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### 10. HIV Status

positive  negative  untested

does not wish to declare

### 11. Work Permit Do you require a work permit?

Yes  No

If yes, what is the date of expiry of your current work permit?

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