# Additional information

Potential candidates who have applied for a role at the Minster Centre by CV are required to complete this additional information form. The completed form should be sent by email to Afua Pierre, HR & Governance Manager: afua@minstercentre.ac.uk

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| **Position applied for:** |  |

**Personal and contact details**

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| **Name** |  |
| **Address** |  |
| **Email** |  |
| **Phone number(s)** |  |

**Referees**

Please give details of two referees who know you in a professional capacity. One should be your current or most recent employer who can comment on your work, paid or unpaid. We will only take up references after interview and will inform you when we will do so.

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| **Referee 1** | | | |
| **Name** |  | **Job Title** |  |
| **Organisation *(if applicable)*** |  | | |
| **Email** |  | **Phone** |  |
| **In what capacity do you know them?** |  | | |

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| **Referee 2** | | | |
| **Name** |  | **Job Title** |  |
| **Organisation *(if applicable)*** |  | | |
| **Email** |  | **Phone** |  |
| **In what capacity do you know them?** |  | | |

**Notice period**

If applicable, how much notice do you have to give your present employer?

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**Availability**

Please indicate your preferred days and hours in line with the total required hours for this role.

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**Relationships with staff or students**

Please declare if you have any relationship with staff or students at The Minster Centre. This will not be counted against you. We ask so we can avoid/ manage any dual relationships.

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**How did you hear about this vacancy?**

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**Declaration**

I declare the information given on this form is correct to the best of my knowledge.

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| **Signed** |  | **Date** |  |