# **APPLICATION FORM - PART 2**

| Post applied for | BHN Administrator (Temp) |  | **Application number****(For internal use only)** |  |
| --- | --- | --- | --- | --- |

| **WORK HISTORY (in UK or Abroad)** |
| --- |
| **Name & address of organisation** | **From** | **Position held** | **Description of job and responsibilities:** |
| **To** |
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|  |  |  |  |
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| **VOLUNTARY WORK** |
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| **Name & address of organisation** | **From** | **Position held** | **Description of work done** |
| **To** |
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| **EDUCATION** |
| **Name of schools, colleges or universities you have attended** | **From** | **Qualifications gained and grades** |
| **To** |
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|  |  |  |
|  |
| **OTHER RELEVANT COURSES & TRAINING** |
| **Name of course & address of training** | **From** | **Qualifications gained and grades** |
| **To** |
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| **SKILLS & EXPERIENCE** |
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| Please read the person specification. Please read each point one by one, and then write down what you have done that shows you meet that point of the specification. It’s good to give examples of what you did. Please include experience in the UK and in other countries if relevant. |
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| **ADDITIONAL INFORMATION** |
| Please use this space as a follow-on sheet for any of the previous questions, or you may also use it to say anything else that you might consider relevant or useful. Maximum 200 words |
|  |

**REFERENCES (Please give two: one should know you well and the other should know you from work or volunteering)**

| Name |  |  | Name |  |
| --- | --- | --- | --- | --- |

| Address |  |  | Address |  |
| --- | --- | --- | --- | --- |
|  |  |  |
|  |  |  |
| Postcode |  |  |  | Postcode |  |  |

| Telephone |  |  | Telephone |  |
| --- | --- | --- | --- | --- |
| Email |  |  | Email |  |
| Relationship |  |  | Relationship |  |

| **ADVERTISING RESEARCH** |
| --- |
| To assist in improving our recruitment process, please tell us how you heard about the vacancy.  |

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| **RETURN YOUR COMPLETED APPLICATION TO:** **recruitment@bhn.org.uk** |
| --- |
| Include all 3 parts (application form part 1, application form part 2 and equal opportunities form) |