



**QUALIFICATIONS & TRAINING****Schools, Colleges, Universities etc.**

Institution	Dates attended	Results/Qualification

**Other relevant training/qualifications**

Course	Dates attended	Details

**RELEVANT SKILLS & EXPERIENCE**

E.g. Microsoft Word, Excel, Access, Internet or skills gained through non-work related interests.

Please continue on extra sheets if necessary

**EMPLOYMENT HISTORY**

Please specify any voluntary/community work

**Name and address of present/last employer:**

From/to:

Post Held:

Duties:

Location:

Reason for leaving/wishing to leave:

**Name and address of previous employers (most recent first)**

Date: From/To:

Name and address of employer

Job title and main responsibilities

Reason for leaving

**Overseas Experience** not mentioned above (Please list countries, dates and reason for visit)

**What do you think makes you particularly suitable for this post?**

Please use this section to show how you meet each of the criteria in the job and person specification. Give clear examples from your own experience where applicable. Please continue on a separate sheet of paper.

**MEDICAL HISTORY**

Please state, the dates of any serious or recurring illnesses, prolonged health-related periods off work, or operations.

Do you have any medical conditions or any disability, which could affect your performance in this job? Yes/No  
If yes what can ACORD do in order to assist you?

**REFERENCES**

Please give the names of two referees, one of whom should be your present employer

Current Employer	Previous Employer
Name	Name
Position	Position
Address	Address
Daytime tel. no:	Daytime tel. no:
Relationship	Relationship
When may we take up this reference? <input type="checkbox"/> After short-listing <input type="checkbox"/> After offer	

Current Notice period:

**I certify that the information on this form is to the best of my knowledge correct. I understand that any engagement entered into may be subject to satisfactory references, the passing of a medical examination, and successful completion of a probationary period.**

**Signature:**

**Date:**

**ACORD'S VALUE STATEMENT (Summary) if you are invited to an interview the full value statement will be sent to you.**

We believe that people are the primary actors in their own survival and development.

We work for social justice and equality, especially for the poor and marginalised.

To achieve this we work in partnership with communities and in alliance with other organisations.

We will contribute to the resolution of conflicts affecting the communities with which we work, aware that social justice and equality are the basis of meaningful peace.

To advance these values, ACORD will carry out its work with integrity and courage.

We Respect and celebrate diversity, both within the communities we work with, and within our own organisation.

We seek to achieve excellence in what we do.

✂-----  
**Equal Opportunities** Application No.

Please complete the details below in order to help us monitor equal opportunities. All information is treated in confidence and will be kept separate from the application form.

Post applied for:	Date:
-------------------	-------

**Marital Status**

- Please tick one of the boxes
- Married       Single
  - Divorced     Separated
  - Widowed

**Sex**

- Please tick one of the boxes
- Male       Female

**Age**

- 18-25
- 25-35
- 35-45
- 45-60

**Ethnic Group**

Please choose one selection from (a) to (e) and tick an appropriate box to indicate your cultural background.

**(a) White**

- British
  - Irish
  - Mixed Other (please indicate below)
- \_\_\_\_\_

**(b) Mixed**

- White and Black Caribbean
  - White and Black African
  - White and Asian
  - White Other (please indicate below)
- \_\_\_\_\_

**(c) Black or Black British**

- Caribbean
  - African
  - Black Other (Please indicate below)
- \_\_\_\_\_

**(d) Asian or Asian British**

- Indian
  - Pakistani
  - Bangladeshi
  - Asian Other (Please indicate below)
- \_\_\_\_\_

**(e) Chinese or other ethnic**

- Chinese
  - Other (please indicate below)
- \_\_\_\_\_