**Job Application**

Please use **black** ink to complete this form.

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| **Post** |
| Position applied for |  |
| Code on advertisement |  |

Please answer every question against each requirement in the Person Specification. Show how you meet each requirement, using facts and examples, including any relevant qualifications.

Please complete **all** sections, otherwise your application will not be shortlisted. Make your answers concise and to the point, although you may use extra sheets if necessary. Do not send a curriculum vitae (CV), as it will not be considered.

| 1. **Skills and competencies**
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| 1. **Knowledge**
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| 1. **Learning and development**
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| 1. **Experience**
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| 1. **Personal qualities and circumstances**
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| What is your greatest achievement in life? |
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| Unlimited Potential’s values are approachability, enterprise and respect. Describe a time when you have shown these values. |
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| What would people who know you well say are your three greatest strengths and your three greatest weaknesses? |
| Strengths | Weaknesses |
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| 1. **Employment**
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| **Absence from work in the last 12 months** |
| Number of days |  | Number of occasions |  |
| Reason for any extended or frequent absences |
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| **Current or most recent employer** |
| Organisation |  |
| Job title |  |
| Duties |  |
| Salary |  |
| Dates employed |  |
| Reason for leaving |  |
| **Previous employers** (in the last ten years) |
| Employer | Job title | Salary | Dates employed | Reason for leaving |
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| If you were offered the post, how soon could you start? |
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| **Return** |
| --- |
| When completed, please return this form, together with the Personal Details form and the Equity and Diversity form, to:email: info@unlimitedpotential.org.ukpost: Unlimited Potential, Innovation Forum,  51 Frederick Road, Salford M6 6FP**Thank you** |