

APPLICATION FORM FOR THE POSITION OF CONSTITUENCY CASEWORKER

OFFICE OF KELVIN HOPKINS MP

Please complete this form in capitals or typescript

1. PERSONAL DETAILS

Surname:	
First names:	
Address:	
Postcode:	
Daytime contact number:	
Email:	

2. CAREER HISTORY

Please give details of all full-time and part-time work during the last 10 years, including voluntary work, community activities and any other relevant activities.

CURRENT OR MOST RECENT EMPLOYMENT

Employer's name and address and type of business	State position held and outline briefly the nature of the work and your responsibilities
Dates:	Reason for leaving:

PREVIOUS EMPLOYMENT (please list in order starting with most recent)

Employer's name and address and type of business	State position held and outline briefly the nature of the work and your responsibilities
Dates:	Reason for leaving:

Employer's name and address and type of business	State position held and outline briefly the nature of the work and your responsibilities
Dates:	Reason for leaving:

Employer's name and address and type of business	State position held and outline briefly the nature of the work and your responsibilities
Dates:	Reason for leaving:

Please provide further details on a continuation sheet if necessary.

3. EDUCATIONAL HISTORY

Please give details of educational qualifications you have obtained from school, college, university etc.

Institution	Subject	Level	Grade	Date

4. PROFESSIONAL DEVELOPMENT

Please give details of any professional qualifications, including membership of any professional bodies, and any job-related training that you have undertaken.

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5. REFERENCES

Please give the names, addresses, and telephone numbers of two referees, one of whom should be your current or most recent employer. Referees will not be approached before interview.

Name:	
Address:	
Postcode:	
Daytime contact number:	
Capacity in which known to you:	

Name:	
Address:	
Postcode:	
Daytime contact number:	
Capacity in which known to you:	

7. INFORMATION IN SUPPORT OF YOUR APPLICATION

Please indicate why you feel you are suitable for this position, making reference to the person specification / job description. Please use additional sheets as necessary.

8. AVAILABILITY

If offered the position when would you be available to start?

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9. DECLARATION

The facts set out in this application for employment are, to the best of my knowledge, true and complete.

Signature:	
Date:	

Please return this form to: Kelvin Hopkins MP
3 Union St
Luton
LU1 3AN

and mark the envelope: *Constituency Caseworker Job Application*

or by email to Kelvin.hopkins.mp@parliament.uk

and use the subject line: *Constituency Caseworker Job Application*

Closing Date: 5pm, Friday, 3rd October 2014.

Interviews: will be held on 9th October 2014