

CONFIDENTIAL

**Woodard Corporation
Board Administrator (Full-Time)**

Please complete all sections of this form in black ink and attach a letter of application.

Part 1 Personal details	
Surname	Mr/Mrs/Miss/Ms/Other
Forenames	
Address	Address for correspondence if different
Daytime Telephone number	Please indicate good times for us to contact you
Evening Telephone number	Please indicate good times for us to contact you
Mobile Telephone number	Email address

Part 2 Education from age of 11 and qualifications		
Dates	School(s)	Qualifications
Dates	University or College	Details of degree(s) taken

Part 3 Professional Qualifications	
Dates	Details

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Part 4 Membership of professional associations and societies

Please give details of any honorary titles or offices. Include here any voluntary work, local interest groups, alumni(ae) organisations, etc.

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Part 5 Employment History

Present or most recent employer

Organisation and Address:

Job Title:

From:

To:

Brief description of responsibilities and achievements

Reason for leaving

Previous employment Please list these in reverse date order

Dates	Organisation	Position held and brief description of responsibilities and main duties, and reason for leaving

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Part 6 Information
Have you any other special qualifications or interests which are relevant to this application?

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Part 7 References

Please give the names of three people, one of whom should be your most recent employer, who have agreed to act as referees and whom we may contact. Please indicate if you would prefer them to be contacted only after interview.

Name	Address and telephone number	Position
(1) most recent employer:		
(2)		
(3)		

Notes

1. The successful applicant will be required to produce copies of examination certificates.
2. Completed application forms should be submitted together with a letter of application by Friday, 25 November 2011

REHABILITATION OF OFFENDERS ACT 1974

As this post is classified as having substantial access to children, appointment will be subject to a Criminal Records Bureau check of previous criminal convictions. You are required, before appointment, to disclose any conviction, caution or binding over including "spent convictions" under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Disclosure will only be required following interview if it is considered that you are the most suitable applicant for the post.

Part 9 Declaration

I hereby certify that the entries on this form are complete and correct to the best of my knowledge. I agree that if my application is successful a police check for criminal convictions/actions will be made.

Signed:

Dated: