If you have any difficulty filling in this application form, please call **08456 800 172** or email us at careers@e-qualitylearning.com

# Personal details

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Date of Birth:** |  |
| **Home Telephone No:** |  |
| **Mobile Telephone No:** |  |
| **Skype Name:** |  |
| **Email Address:** |  |
| **N.I Number:** |  |

# Availability

|  |  |
| --- | --- |
| **Minimum Hours to Complete:** |  |
| **Maximum Hours to Complete:** |  |
| **Availability – Days and Times:*****(This needs to reflect your availability in an average week. Please check the day box and insert maximum start and end time.)*** | ☐Mon ☐Tue ☐Wed ☐Thur ☐Fri ☐Sat ☐Sun  |  |
| **Are you competent with Windows Systems?** | ☐Yes ☐No |
| **Are you competent with Apple Systems?** | ☐Yes ☐No |
| **Do you have Broadband Internet?** | ☐Yes ☐No |
| **What areas can you cover: *(Trainer applications only - you need to be able to cover an area 1-1.5 hours from your location)*** |  |

­­­

# Education, Training and Development

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Location** | **Level** | **Subject** | **Grade** |
| *e.g. May 2001* | *Northumbria University* | *BSc (Hons)* | *Sociology* | *2:1* |
|  |  |  |  |  |

# Most Recent Employment/Work Experience

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start Date** | **End Date** | **Employer Name**  | **Job Title & Salary** | **Reason For Leaving** |
| *e.g. June 2008* | *Present* | *Fine Coffee Company* | *Assistant Manager* | *Wanted to work in IT* |
|  |  |  |  |  |
| **Main Tasks and Responsibilities in this Role** |
|  |

# Past Employment/Work Experience

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start Date** | **End Date** | **Employer Name**  | **Job Title & Salary** | **Reason For Leaving** |
| *e.g. June 2008* | *Present* | *Fine Coffee Company* | *Assistant Manager* | *Wanted to work in IT* |
|  |  |  |  |  |
| **Main Tasks and Responsibilities in this Role – Please Detail Below** |
|  |
|  |
| **Start Date** | **End Date** | **Employer Name**  | **Job Title & Salary** | **Reason For Leaving** |
| *e.g. June 2008* | *Present* | *Fine Coffee Company* | *Assistant Manager* | *Wanted to work in IT* |
|  |  |  |  |  |
| **Main Tasks and Responsibilities in this Role – Please Detail Below** |
|  |
|  |
| **Start Date** | **End Date** | **Employer Name**  | **Job Title & Salary** | **Reason For Leaving** |
| *e.g. June 2008* | *Present* | *Fine Coffee Company* | *Assistant Manager* | *Wanted to work in IT* |
|  |  |  |  |  |
| **Main Tasks and Responsibilities in this Role – Please Detail Below** |
|  |

# Personal Statement

|  |
| --- |
| **Please provide details of why you would like to work for e-Quality Learning. Include details of any experience or interests you have that may be relevant to the job and reasons why you think you would be an excellent IT software trainer.** |
|  |

# Medical Details

|  |
| --- |
| **Do you have any illness, disability or medical condition which may affect your work that your employer needs to be made aware of and/or make provisions for? Please provide details below** |
|  |

# References – One must be your current or most recent employer

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Telephone Number:** |  |
| **Email:** |  |
| **Relationship to Applicant:** |  |
| **Name:** |  |
| **Address:** |  |
| **Telephone Number:** |  |
| **Email:** |  |
| **Relationship to Applicant:** |  |

Please complete and return this application form by email to careers@e-qualitylearning.com or by post to: Lee Chambers, 8&9 Apollo Court, Koppers Way, Monkton Business Park South, Hebburn, NE31 2ES