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| **Four Trees Lettings/NOMAD OPENING DOORS**  **JOB APPLICATION FORM** |
| **POST:** Letting's negotiator  **CLOSING DATE: Monday 10th January 2022 9am**  **Assessment day: Monday 17th January 2022**  **Interviews: Tuesday 18th January 2022**  Please post your completed application form to:  Nomad Opening Doors/Four Trees Lettings, Blades Business Hub, John Street, Sheffield S2 4SW or [k.awdhali@nomadsheffield.co.uk](mailto:k.awdhali@nomadsheffield.co.uk)  Applications received after the deadline will not be considered. |
| **YOUR DETAILS** |
| **Your name:** Your address: **Your phone number(s):** Your e-mail address: |
| **YOUR CURRENT/MOST RECENT EMPLOYMENT** |
| Post:Employer:Dates of Employment:Reason for leaving/wishing to leave: Please give a summary below of the main duties and responsibilities of this post: |

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| **PREVIOUS WORK EXPERIENCE** |
| Please list below any previous work experience, both paid and voluntary. |
| Dates Post and Employer Duties |
| **TRAINING/QUALIFICATIONS** |
| Please list below any education, training or qualifications which are relevant to this post. |
| Dates Course/qualification gained |

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| **REFERENCES** | |
| Please give details of two people who will provide a reference for you. You should  provide references from people who are able to comment on your suitability for the post. These should, where possible, include your current or most recent employer. We will not contact your referee unless you are offered the post. | |
| **Referee 1**  Name  Address  Telephone  E-mail address  Relationship to you | **Referee 1**  Name  Address  Telephone  E-mail address  Relationship to you |
| **PERSON SPECIFICATION** | |
| In this section of the application form, you are required to demonstrate how your knowledge, skills and experience meet the competencies required for the role. We will shortlist your application using a scoring system based on how closely you meet the criteria outlined in the enclosed person specification.  Therefore, please outline below how you meet the criteria outlined in the person  specification for this post. For each criterion, please provide at least one example from your current or previous roles, or from other relevant situations (such as activities outside work). All criteria are essential, unless otherwise indicated.  If you are completing this form electronically, please expand the boxes to fit your  answers. If you are completing by hand, please use additional sheets if necessary. | |
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| **RECRUITMENT MONITORING** | |
| To help us recruit more effectively, please could you tell us where you saw this vacancy advertised? | |
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| Is there anything else you would like to add in support of your application? | |
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| **DECLARATION** | |
| The facts contained in this application for employment are, to the best of my  knowledge, true and complete. I understand that any false statements made may  disqualify me from employment or render me liable to summary dismissal.  Signed Date  If you are completing this application electronically, please put an “x” in this box to agree with the statement above. | |
| Successful applicants will be subject to an enhanced DBS (Disclosure and Barring Service) check. | |