**DETENTION ACTION**

#### Personal details form: OFFICE MANAGER

**Family name:**

**Other names:**

##### Languages: Spoken level Written level

**Address: Contact details**

 **Telephone:**

 **Email:**

##### References

Please give the names, addresses and telephone numbers of two people, one of whom should be your present or most recent employer, whom we can approach for references. Please note that we will not contact references unless we offer you the post and you accept it.

**First referee:**

**Capacity known?**

**Second referee:**

**Capacity known?**

**If appointed, how much notice are you required to give in your present post? When could you start work with Detention Action?**

**Where did you hear about this post?**