Application form

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| *For office use only*  *App ref*: |

|  |  |
| --- | --- |
| Position applied for: |  |

Personal details

|  |  |
| --- | --- |
| Full name |  |
| Address |  |
| Daytime telephone |  |
| Evening telephone |  |
| Email |  |

Present or most recent employment/experience

|  |  |
| --- | --- |
| Employers name |  |
| Address |  |
| Position held |  |
| Dates of employment |  |
| Notice period (if appropriate) |  |
| Brief outline of duties |  |
| Reason for leaving |  |

Previous employment/experience

|  |  |
| --- | --- |
| Employers name |  |
| Address |  |
| Position held |  |
| Dates of employment |  |
| Notice period (if appropriate) |  |
| Brief outline of duties |  |
| Reason for leaving |  |

|  |  |
| --- | --- |
| Employers name |  |
| Address |  |
| Position held |  |
| Dates of employment |  |
| Notice period (if appropriate) |  |
| Brief outline of duties |  |
| Reason for Leaving |  |

Education, training and professional qualifications

|  |  |  |
| --- | --- | --- |
| School, College, university etc. | Qualifications Obtained | Date Obtained |
|  |  |  |

Please provide details of any relevant professional training

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Supporting statement

Please use this section to tell us why you are attracted to this position, why you are suited to the role and how your skills, knowledge and experience are relevant. Please refer to the job description and person specification.

Maximum 550 words. *Please note the box will extend as you complete this section*.

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Referees

Please give the names and addresses of two referees, one of whom should be your current, or most recent, employer. Any offer of employment made to you will be subject to the receipt of satisfactory written references.

|  |  |
| --- | --- |
| Name |  |
| Organisation |  |
| Address |  |
| Telephone number |  |
| Email |  |

Please indicate if we may take up references at this stage YES NO

|  |  |
| --- | --- |
| Name |  |
| Organisation |  |
| Address |  |
| Telephone number |  |
| Email |  |

Please indicate if we may take up references at this stage Yes / No

In what capacity do you know your second referee?

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Eligibility to work in the UK

Do you require a work permit to work in the UK? Yes / No

|  |  |
| --- | --- |
| If yes, what type of permit is it? | |
| Date of issue: | Date of expiry: |
| Visa number: | Passport number: |
| Place of issue: | |

Interview arrangements

If shortlisted, do you require any special arrangements to be made to enable you to attend an interview?

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Criminal convictions

Please give details of any criminal conviction you have had, excluding any ‘spent’ under the Rehabilitation of Offenders Act 1974.

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DBS

Are you willing to undergo a DBS check? Yes / No

Declaration

I confirm that the information I have given on this form is correct and understand that misleading statements may be sufficient grounds for cancelling any subsequent agreements made.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Thank you for taking the time to complete this application. You will receive an email of confirmation once your application has been received.**