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###### Application Form

|  |  |
| --- | --- |
| Position Applied For |  |
| Where did you see this advertised? |  |

 Personal Details

|  |  |
| --- | --- |
| Surname |  |
| Forename(s) |  |
| Date of Birth |  |
| Address |  |
| Email |  |
| Telephone:* Home
* Work
* Mobile
 |  |

Education

|  |  |  |
| --- | --- | --- |
| **Subject** | **Level/Qualification** | **Date Gained** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Please continue on ‘Additional Info’ if required.

### Training

### Please list training and other courses undertaken relevant to this post.

Please continue on ‘Additional Info’ I required

Employment Record

|  |  |
| --- | --- |
| Name and Address |  |
| Job Title  |  |
| Dates of Employment |  |
| Number of Hours (Paid or Voluntary) |  |
| Brief description of duties |  |
| Reason for leaving |  |

|  |  |
| --- | --- |
| Name and Address |  |
| Job Title  |  |
| Dates of Employment |  |
| Number of Hours (Paid or Voluntary) |  |
| Brief description of duties |  |
| Reason for leaving |  |

|  |  |
| --- | --- |
| Name and Address |  |
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| Dates of Employment |  |
| Number of Hours (Paid or Voluntary) |  |
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|  |  |
| --- | --- |
| Name and Address |  |
| Job Title  |  |
| Dates of Employment |  |
| Number of Hours (Paid or Voluntary) |  |
| Brief description of duties |  |
| Reason for leaving |  |

Experience/Skills

Please write a statement in support of your application

References

Please give details of two referees, one of whom must be your present or most recent employer. References will be taken up following a successful interview.

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Organisation |  |
| Address |  |
| Tel: |  |
| Can we contact prior to interview? |  |

What **NOTICE** are you required to give to your current employer?

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Organisation |  |
| Address |  |
| Tel: |  |
| Can we contact prior to interview? |  |

I confirm that this application was completed by me and that the information given is a true record of my status, qualifications and experience.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Exemption under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975**

Because of the nature of this post, it is exempt under the above and you are required to reveal all convictions, even those which are spent.

Therefore you must answer the following question:

Have you ever been convicted of a criminal offence **YES/NO**

*If the answer is yes, you must give details of all convictions, including date, court and sentence (including conditional or absolute discharge) on a separate sheet. A previous conviction will not automatically disqualify you from appointment, but you may be asked to discuss it at interview*.

Are there any restrictions regarding your employment (e.g. Do you require aWork Permit?) **YES/NO**

*If the answer is YES to either of these questions, please supply details on a separate sheet of paper.*

Additional Information