

Application form

Please complete in black ink or type

Post applied for:

Personal details – Part A

| | |
|-----------------------------|-------------------------------|
| Preferred title: | First name: |
| Surname/family name: | |
| Address: | |
| Post code: | |
| E mail address: | |
| Tel. (home): | Tel. (work or mobile): |

References

Please give names, addresses and telephone numbers of two people who can provide references for you. They **must** be your last two employers. If you aren't currently in employment please see the enclosed guidelines on completing this form. The organisation reserves the right to contact other previous employers. We do not approach referees until after interview.

| Present or previous employer | |
|---------------------------------------------------------------------|------------------------------------------|
| Name: | Name: |
| Job title: | Job title: |
| Organisation: | Organisation: |
| Address: | Address: |
| Telephone: | Telephone: |
| E mail address: | E mail address: |
| How is this referee known to you? | How is this referee known to you? |
| Do you wish to be contacted before we approach this referee? Yes/No | |

Right to work in the United Kingdom

Do you have the right to work in the UK? _____

In order to comply with the Immigration, Asylum and Nationality Act 2006 we will ask you to provide documentary evidence of your right to work in the UK during the recruitment process.

Declaration

I declare that all the information I have given on this application form is true and accurate, to the best of my knowledge. Please note that if you give untrue or inaccurate information any employment contract may be invalidated and the employee subject to disciplinary action or dismissal.

Signed:

Date:

If you downloaded your application from the internet please print and sign it.

Section A will be detached from your application. All short listing will be carried out on a fair basis in accordance with equal opportunities legislation and policy

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Part B

Education and qualifications

Please tell us about the school/college/university you attended, starting with the most recent.

| Name of school / College / university | Dates you started and finished | Qualification and grade |
|------------------------------------------|-----------------------------------|-------------------------|
| | | |

Voluntary work

Please give details of any voluntary work or community activity.

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Training

Please tell us about any training courses you have been on that you think are relevant to this application.

| Course title and content | Organisation that ran training | Date training attended |
|---------------------------------|---------------------------------------|-------------------------------|
| | | |

Present or most recent employment

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <p>Employer's name and address:</p> <p>Dates of employment including month and year:</p> <p>Post title:</p> <p>Please tell us about what you did in your job:</p> <p>Reason for leaving:</p> <p>Notice required:</p> | <p>Salary:</p> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|

Past employment

| Employers name and address: | Dates from & to month & year: | Job title & brief description of duties: | Reason for leaving: |
|------------------------------------|----------------------------------------------|-----------------------------------------------------|----------------------------|
| | | | |

Information in support of your application

Please use this space to tell us how your skills, experience and knowledge match those in the job description and person specification. You will need to give examples from employment or voluntary work to show how you meet these criteria. Invitation to interview for this post will depend on how well you meet the criteria.