



APPLICATION FORM

IN CONFIDENCE

Guidelines are enclosed to help you with your application. Please read them and then complete this form in black ink or type. Please contact us if, for any reason, you do not have the guidelines.

Please note that only the information given in this application form will be considered in determining whether or not you will be called for interview. Please specifically address the criteria detailed in the Person Specification. **CVs will not be considered.**

1. JOB DETAILS Post applied for: Location:	
2. PERSONAL DETAILS Title: Surname: First Name(s) <i>(Underline the name by which you want to be known)</i>	List below any other names by which you have been known:-
Address: Post Code: Email address (if you want to be contacted by email)	Home Telephone: Mobile Telephone: Work Telephone: May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No
National Insurance No.:	
Do you need a Work Permit before you can be employed in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give details.	
If appointed, how soon could you take up the post?	
Do you hold a current UK driving licence? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required for this post	

3. EDUCATION, TRAINING AND DEVELOPMENT

Please list your academic and other relevant qualifications starting with your most recent.

Qualifications and dates attained:

If the post requires specific qualifications, you will be required to provide documentary advice before employment.

Please describe other learning opportunities relevant to the position, e.g. training courses.

Learning Opportunity:

(continue on additional sheet if necessary)

4. PRESENT OR LAST EMPLOYER

Employer's name and address

Post held:

Dates employed from and to:

If left, give date and reason for leaving:

Please give a brief description of your duties and responsibilities:

(continue on additional sheet if necessary)

5. PREVIOUS EMPLOYMENT AND EXPERIENCE

Please give details of previous paid employment. For each job give employer and duties undertaken, starting with the most recent first (*continue on additional sheet if necessary*).

Employer Name	Duties undertaken	Reason for leaving	Employment Dates
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Please give details of any relevant skills/experience gained outside employment (e.g. through voluntary service).

6. REFERENCES

Please give the name and address of two referees, one of whom should be your current or most recent employer, who can comment on your suitability for this post. If you were known by a different name, please also state this. **No reference will be sought without your consent.**

<i>Referee 1</i>		<i>Referee 2</i>	
Name:		Name:	
Position:		Position:	
Address:		Address:	
Post code:		Post code:	
Telephone No.:		Telephone No.:	
In what capacity does this person know you?		In what capacity does this person know you?	

7. SUPPORTING INFORMATION

Please detail how you meet the person specification for this post, illustrating with examples from work, voluntary or life experiences, and stating why you are applying for this job.

8. DECLARATION

I declare that the information I have given on this form is correct and complete. False or misleading statements may be sufficient grounds for cancelling any agreements made, or for disciplinary action to be commenced.

Signed:

Date: