**JOB APPLICATION FORM Strictly Private & Confidential**

1. **PERSONAL DETAILS**

Please complete this form in black ink or typescript, in BLOCK CAPITALS. Section 1 of this form (pages 1 & 2) will be separated prior to short listing, so that decisions can be made without access to personal information.

|  |  |  |  |
| --- | --- | --- | --- |
| Application for the post of: | | Ref no: |  |
| Location: | Salary: | Closing date: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Surname: | |  | | Initials: | | |  | |
| Former surnames if different: | |  | | Preferred Name or Title (Optional): | | |  | |
| Address:  Postcode: | | | | National Insurance Number: | | |  | |
| Tel no (Home): | | |  | |
| Tel no (Work): | | |  | |
| Tel no (Mobile): | | |  | |
| Email Address: | | |  | |
| Nationality: |  | | If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit | | | | | |
| Do you need a work permit to be employed in the UK: | |  | If you already have a work permit, when does it expire?  Please note, your current permit may not be valid for this post. | | | | | |
| Where did you learn of this post: | | | | | | | | |
| Preferred work arrangements: | | | Full time | | Part time | Job share | | Preferred no of hours: |

DISABILITIES

|  |  |  |
| --- | --- | --- |
| If selected for interview, do you require any special arrangements to be made on account of a disability? | Yes | No |
| If Yes, please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and fulfil our obligations under the Equality Act 2010: | | |
|  | | |

REFERENCES

**Referee 1** **Referee 2**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title (Mr, Mrs etc): |  | | Title (Mr, Mrs etc): |  | |
| Full Name: |  | | Full Name: |  | |
| Job Title: |  | | Job Title: |  | |
| Organisation: |  | | Organisation: |  | |
| Address:  Postcode: | | | Address:  Postcode: | | |
| Tel No: |  | | Tel No: |  | |
| E-mail address: |  | | E-mail address: |  | |
| Please state if we can obtain this reference prior to interview: | | Yes  No | Please state if we can obtain this reference prior to interview: | | Yes  No |

#### **REHABILITATION OF OFFENDERS ACT 1974, EXEMPTION ORDER**

#### **This post is NOT protected by the Rehabilitation of Offenders Act. You must therefore disclose ALL information about ALL convictions (if any) in a Court of Law, no matter when they occurred. In the event of employment, failure to disclose this information could result in dismissal or disciplinary action. All information will be treated in confidence and will only be taken into account when absolutely necessary.**

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | Conviction: | Date: | Conviction: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

DECLARATION

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Signature: |  | Date: |  |

The information provided by you on this form as an application will be stored in paper records and computer system in accordance with the Data Protection Act 1998 and will be processed solely in connection with recruitment.

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|  |  |  |  |
| --- | --- | --- | --- |
| Application for the post of: | | Ref no: |  |
| Location: | Salary: | Closing date: |  |

1. **EDUCATION AND PROFESSIONAL QUALIFICATIONS**

Please include all formal qualifications you have obtained. You will be required to provide proof of qualifications at interview, ie. Certificates.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Secondary School/ College / University | Dates | | Examinations taken | Date | Result |
| From | To |
|  |  |  |  |  |  |
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|  |
| --- |
| Professional Qualifications currently held: how obtained, grade and date |

|  |
| --- |
| Other relevant Educational or Training Courses, with dates |
| Membership of Professional / Technical Associations: |

OTHER INFORMATION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What activities outside work interest you? (State any positions held you consider relevant.) | | | | | |
| Do you hold a current driving licence? | Yes | No | Car Available? | Yes | No |

1. **PRESENT OR MOST RECENT POST**

|  |  |  |  |
| --- | --- | --- | --- |
| Title of Post: |  | Salary / Grade: |  |
| Name of Employer: |  | Business of Employer: |  |
| Address:  Postcode: | | Date Commenced: |  |
| Date Ended (if applicable): |  |
| Period of notice to terminate employment: |  |
| Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable): | | | |
| Reason for leaving or wishing to leave: | | | |
| Please notify us of any dates you may not be available for interview: | | | |

1. **PREVIOUS EMPLOYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of Employers | Position(s) held and Dates from – to: | Reason for leaving | Final grade / salary |
|  |  |  |  |
| Description of duties: | | | |
|  |  |  |  |
| Description of duties: | | | |
|  |  |  |  |
| Description of duties: | | | |
|  |  |  |  |
| Description of duties: | | | |
| Have you had any material (e.g. more than 1 year) gaps in your employment? If yes, please provide relevant details: | | | |

1. **REASONS FOR APPLICATION**

|  |
| --- |
| Relevant skills, abilities, knowledge, experience and your reasons for applying for this job: |

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