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| **APPLICATION FORM** | | | | | | | |  | | | |
| All information given will be treated as strictly confidential | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Position applied for:** | | |  | | | | | | | | |
| **Personal Details:** | | | | | | | | | | | |
| Surname: |  | | | | First Name: | |  | | | | |
| Address: (*including postcode*) | | | | | | |  | | | | |
|  | | | | | | | Email: | | | | |
| Daytime telephone number: | | | | |
|  | | | | |
| Mobile telephone number: | | | | |
|  | | | | |
|  | | | | | | | | | | | |
| Do you have permission to work in the UK? | | | | | | *(please circle)* | | | | YES | NO |
|  | | | | | | | | | | | |
| Please give details of any holiday commitments during the next 12 months: | | | | | | | | | | | |
|  | | | | | | | | | | | |
| How/where did you hear about his post? | | | | | |  | | | | | |
| How soon could your new employment start? | | | | | |  | | | | | |
|  | | | | | | | | | | | |
| **Please list any training that you have undertaken that is of relevance to the post applied for:** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Educational qualifications you consider relevant for the post applied for:** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **Languages spoken/written:** | | | | | | | | | | | |
| **EMPLOYMENT AND VOLUNTEERING RECORD** | | | | | | | | | | | |
| **Please give the name and address of your latest employer or volunteer opportunity:** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| Start date: | |  | | Date of leaving *(if applicable)* | | | | |  | | |
| Latest salary: | | £ | | | | | | | | | |
| Reason for leaving: | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **PREVIOUS EMPLOYMENT OR VOLUNTEER OPPORTUNITIES** | | | | | | | | | | | |
| **Please give the names and addresses of previous employment or volunteer opportunities:** | | | | | | | | | | | |
| 1. | | | | | | | | | | | |
| Start date: | |  | | Date of leaving *(if applicable)* | | | | |  | | |
| Salary: | | £ | | | | | | | | | |
| Reason for leaving: | | | | | | | | | | | |
| Brief description of duties: | | | | | | | | | | | |
| Name and Address: | | | | | | | | | | | |
| 2. | | | | | | | | | | | |
| Start date: | |  | | Date of leaving *(if applicable)* | | | | |  | | |
| Salary: | | £ | | | | | | | | | |
| Reason for leaving: | | | | | | | | | | | |
| Brief description of duties: | | | | | | | | | | | |
| Name and Address: | | | | | | | | | | | |
| 3. | | | | | | | | | | | |
| Start date: | |  | | Date of leaving *(if applicable)* | | | | |  | | |
| Salary: | | £ | | | | | | | | | |
| Reason for leaving: | | | | | | | | | | | |
| Brief description of duties: | | | | | | | | | | | |
| Name and Address: | | | | | | | | | | | |
| 4. | | | | | | | | | | | |
| Start date: | |  | | Date of leaving *(if applicable)* | | | | |  | | |
| Salary: | | £ | | | | | | | | | |
| Reason for leaving: | | | | | | | | | | | |
| Brief description of duties: | | | | | | | | | | | |
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| **Please state below the relevant abilities, skills and experiences that you would bring to this post by working your way through the job description and showing how you meet the person specification. Positively UK values and recognises experiences, abilities and skills gained outside the paid work environment such as volunteer work and caring and home making responsibilities. Please keep your answer to no more than 2 sides of A4.** |
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| --- | --- | --- |
| REFERENCES: | | |
| Please give the names, addresses of two people who may be contacted to provide references – one of whom must be your present or most recent employer or volunteer organiser. Other referees could be a trainer or tutor you have worked with, your consultant or someone else who could comment on your suitability for this job. We will not contact any referees until you have been offered the position. | | |
| **NAME:** |  | |
| **POSITION:** |  | |
| **COMPANY/ ORGANISATION** |  | |
| **ADDRESS** *(INCLUDING POSTCODE)* |  | |
| TELEPHONE NUMBER: |  | |
| EMAIL: |  | |
| **In what capacity do you know this person?** | |  |
|  | | |
| **NAME:** |  | |
| **POSITION:** |  | |
| **COMPANY/ ORGANISATION** |  | |
| **ADDRESS** *(INCLUDING POSTCODE)* |  | |
| TELEPHONE NUMBER: |  | |
| EMAIL: |  | |
| **In what capacity do you know this person?** | |  |
| **DECLARATION:** | | |
| Giving incorrect information on this application could lead to termination of employment. If you do not hear from us within 6 weeks, please assume that you have not been shortlisted for this post. | | |
| Signed:………………………………………………………………………………..(your signature)  Date:……………………………………………………………………………………(todays date) | | |
|  | | |