**

If completing this form by hand, please use block capitals and black ink.

**Please note:** To ensure fairness for all candidates, at shortlisting stage all application forms will be anonymised. Please do not refer to yourself by name on any part of the form other than this page.

|  |  |
| --- | --- |
| Role applied for: |  |

**Personal Details**

Top of Form

|  |  |
| --- | --- |
| Surname:  |  |
| First names:  |  |
| Home address:Post code: |  |
| Telephone number: |  |
| Email address: |  |
| Where did you see this job advertised? |  |

|  |  |
| --- | --- |
| Are you applying for this role as part of a job share?  | Yes / No |
| If so, provide the name of your job share partner: |
| Do you have the right to work in the UK? | Yes / No |
| Do you consider yourself to have a disability? | Yes / No |
| Are there any reasonable adjustments we can make to assist you in your application or with our recruitment process? |
|  |

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Signature: Date: \_\_\_/\_\_\_/\_\_\_\_

**Please do not delete or add anything to this page. Work Experience *(please include details of any periods of voluntary work)***

|  |  |
| --- | --- |
| Name & address of present or last employer: |  |
| Nature of business: |  |
| Position held: |  |
| Period of employment: | From:To: |
| Salary (currently or on leaving): |  |
| Responsibilities: |  |
| Reason for leaving: |  |
| Period of notice (if required by current employer): |  |

**Previous employment** (***starting with the most recent)***

|  |  |  |
| --- | --- | --- |
| Dates from - to  | Name of employer & nature of business | Position held & responsibilities |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Education / Qualifications (*starting with the most recent)***

|  |  |  |
| --- | --- | --- |
| Dates from - to  | Establishment | Qualifications |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |
| --- |
| **Additional training (*details of any other courses or training which you believe are relevant to your application)*** |

**Supporting statement to be provided by applicant:**

The job specification and person specification provide criteria against which, applicants, will be selected. Please attach a statement setting out how your experience, skills and abilities match these criteria.

Your statement should not be more than 2 pages long.

**Referees**

Please give the names of two referees who know you, are not related to you, and who can assess your abilities and work. One referee must be your current or most recent employer.

|  |  |
| --- | --- |
| Name: |  |
| Position held: |  |
| Address: |  |
| Telephone number: |  |
| Email address: |  |

|  |  |
| --- | --- |
| Name: |  |
| Position held: |  |
| Address: |  |
| Telephone number: |  |
| Email address: |  |

Do you give permission to us to contact your referees after your interview but before any offer of employment is made?

Yes / No

**Data Protection**

Personal Data supplied on this form will only be used for the purpose of the recruitment process and will not be held or othwerwise processed longer than necessary. Please ensure you have permission before sharing anyone else’s personal data (eg referees.)