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Description automatically generated**

**JOB APPLICATION FORM**

Please save this form to your computer, complete and return as an e-mail attachment,

as set out in the Application Pack.

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| **POST APPLIED FOR:** |  |

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| **PERSONAL DETAILS** | | | |
| **Forename(s)** |  | **Surname** |  |
| **Previous Surname(s)**  (if applicable) |  | | |
| **Full address**  (including postcode) |  | | |
| **Home Telephone:** |  | **Mobile Telephone:** |  |
| **Email:** |  | | |
| **Do you require a work permit to work in the United Kingdom?** | | | Yes / No |

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| **SECONDARY EDUCATION AND QUALIFICATIONS** | | | |
| **Dates From - to** | **School** | **Exam Level** | **Examination Results (subject, grade)** |
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| **ACADEMIC (degree level or above/professional qualifications, e.g. accountancy)** | | | |
| **Dates From - to** | **School/College/University** | **Exam Level** | **Examination Results**  **(subject, grade, awarding body)** |
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Important note:

Please include a full history in chronological order since leaving secondary education, including periods of any post-secondary education/training. In the employment section, please include part-time and voluntary work as well as full-time employment, with start dates, explanations for periods not in employment or education/training and reasons for leaving employment.

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| **OTHER TRAINING COURSES** | | | |
| **Dates From - to** | **School/Training Org.** | **Level** | **Examination Results**  **(subject, level, grade)** |
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| **MEMBERSHIP OF PROFESSIONAL BODIES** |
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| **CURRENT EMPLOYMENT** | | | |
| **Name of current employer:** |  | | |
| **Address:** |  | | |
| **Post held:** |  | **Salary (pa):** |  |
| **Date started:** |  | **Notice required:** |  |
| **Brief description of duties** |  | | |

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| **PREVIOUS EMPLOYMENT (most recent first)** | | | | |
| **From** | **To** | **Employer’s name and address** | **Position held and duties** | **Reason for leaving** |
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Important note:

Please include part-time and voluntary work as well as full-time employment, with start dates, explanations for periods not in employment or education/training and reasons for leaving employment.

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| **EXPERIENCE / RELEVANT SKILLS / FURTHER INFORMATION** |
| Please state why you are interested in the post and how your experience and achievements to date would make you a suitable candidate. It is important that you relate your information to the **job description, person specification** and other information provided (we recommend that you visit our website to help you prepare your application). Please address each item on the person specification using the appropriate headings. This section should be between one and two sides of A4. |
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| **INTERESTS AND HOBBIES** |
| Please list any other interests and hobbies. |

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| **CRIMINAL CONVICTIONS** | |
| Have you ever been convicted of a criminal offence? | Yes / No |
| If YES please specify here, including offence and date of conviction. Please DO NOT give any further information or explanation. Spent convictions need not be declared unless you are required to declare such a conviction under the Rehabilitation of Offenders Act 1974. | |

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| **VERIFICATION OF EMPLOYMENT OR EDUCATION RECORD** | | | |
| Please give details of two referees (not relatives) who know you well and can provide current information about your work experience and skills. One referee must be your present or most recent employer.  If you have not been in paid employment, please give the head of relevant education or training establishment and/or the manager of a voluntary organisation for whom you have worked. | | | |
| **Name** | **Occupation/Job Title**  **Connection with candidate** | **Email address** | **Telephone Number** |
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| Verification is normally only sought after interview. Please tick this box if you do not wish us to approach your present employer unless a firm offer of employment has been made. |  |  |
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| **DECLARATION** | |
| I declare that to the best of my knowledge the information given on this form is correct and can be treated as part of any subsequent contract of employment.  Any offer of employment is subject to a satisfactory DBS check and references. | |
| **Signature** |  |
| **Date** |  |

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| **How did you hear about this job opportunity?** |  |