|  |  |
| --- | --- |
| **Application for the post of:** |  |

**Personal Details**

Please complete the form in full either electronically or in **BLACK INK** and **CAPITAL LETTERS**.

Specify your choices by ticking the relevant boxes.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Title: | Full First Name(s): | | | | | Surname: | |
|  | | | | | | | |
| Date of Birth: |  | | |  | | | |
|  | | | | | | | |
| Home Address | | |  | | Local Address (if different from home) | | |
| Postcode | | |  | | Postcode | | |
|  | | | | | | | |
| Telephone Numbers  (including STD code) | | Mobile | | | | | Other |
| Email Address: | | | | | | | |
|  | | | | | | | |
| Emergency ContactName: | | | | | | | |
| Relationship to you: | | | | | | | |
| Telephone Number  (including STD code) | |  | | | | | |

**Employment Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Which of the options in the list below accurately reflect your current employment status? | | | | | | |
| Self-employed | | In paid employment | | | Unemployed | |
|  | | | | | | |
| Current Employer: | | | | | Start Date: | |
| Address: | | | | | | |
| Position Held: | | | | | Salary: | |
| Responsibilities and Duties | | | | | | |
|  | | | | | | |
|  | | | | | | |
| Previous Employers Details (please use additional page if required) | | | | | | |
| Name of Employer | Start Date | | Finish Date | Post Held | | Key Duties |
|  |  | |  |  | |  |
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|  |  | |  |  | |  |

**Education & Training Details**

|  |  |  |
| --- | --- | --- |
| Name Secondary School / College/ University/ Workplace | Qualification(s) Held | Date Achieved |
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|  | | |
| Other Relevant Experience | | |
|  | | |
| Hobbies & Interests | | |
|  | | |

**Personal Statement**

Tell us why you are suitable for the job you are applying for

|  |
| --- |
|  |

**References**

Should include present or last employer

|  |  |  |
| --- | --- | --- |
| **First Reference** |  | **Second Reference** |
| Name: |  | Name: |
| Organisation: |  | Organisation: |
| Address: |  | Address: |
| Position Held: |  | Position Held: |
| Telephone Number: |  | Telephone Number: |
| Email Address: |  | Email Address: |

**Declaration**

|  |  |
| --- | --- |
| All offers of employment/volunteering are subject to a satisfactory result of an enhanced DBS check | |
|  | |
| Have you ever been convicted of a criminal offence or been made the subject of an order (civil or criminal) made by a court of law?  Yes  No | |
|  | |
| Do you have any special requirements to be able to attend your interview?  Yes  No | |
| Requirements: | |
|  | |
| I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal | |
|  | |
| **Applicants Full Name:** | |
| **Applicants Signature:** | **Date:** |