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| **Job Application Form** |
| Post Applied for: |
| Closing Date: | Interview date: |

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| **Section One: Personal Details** |

**Please mark with an “X”**

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| --- | --- | --- | --- | --- |
| Title: Miss |  | Ms |  | Other (please state): |
|  Mrs |  |  |  |

|  |  |
| --- | --- |
| First Name: | Surname: |
| Address: |
| Postcode: |  |
| Telephone no. (Home): | Telephone no. (Work): |
| Mobile: | E-mail address: |

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| **Section Two: Education / Training** |

Please list all qualifications and/or training relevant to the post.

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| --- | --- | --- | --- |
| Date | Establishment(s):University/ College etc. | Qualification(s) | Relevant Training |
| From | To |
|  |  |  |  |  |

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| **Section Three: Details of paid employment or unpaid voluntary work** |

**Most recent Employer**

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| --- | --- |
| **Name of Employer:** |       |

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| --- | --- |
| **Address:** |       |
|  |       **Postcode**       |
| **Start Date:** |        | **End Date:** |       |

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| **Position Held:** |       |

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| **Summary of duties:** |
|       |

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| --- | --- |
| **Reason for leaving:** |       |

**Other previous employment**

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| --- | --- | --- | --- | --- |
| Date | Employer's name and address | Job Title (please also state if full-time/part-time/ voluntary work)  | Reason for leaving | Salary |
| From | To |
|  |  |  |  |  |  |

Please continue on a separate sheet if necessary

**Current / most recent salary:**

|  |  |
| --- | --- |
| Basic Gross Salary: | Holiday Entitlement: |
| Pension: | Other Benefits: |
| State notice period required: |

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| **Are you free to remain and take up employment in the UK with no current immigration restrictions?** | **Yes** | [ ]  | **No** | [ ]  |
| **If no, please give further details include restrictions to the number of hours you are able to work i.e. Student Visa, 20 hours.** |  |

**Please mark with an “X”**

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| --- | --- | --- | --- | --- |
| Do you have a full current driving licence? | **Yes** | [ ]  | **No** | [ ]  |
| Do you have access to an appropriate vehicle that you can use for work purposes? | **Yes** | [ ]  | **No** | [ ]  |

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| **Section Four: Information in support of application** |

**The information you provide in this section will be used in assessing your application**

* After reading the job description and person specification, please think carefully about your application and state how you can demonstrate these requirements.
* Your application needs to show the relevant skills, behaviours, and experience you have gained through paid or unpaid work.

 Please use this space to state your reasons for applying for the post.

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NB: Should you need to add to this section, please ensure that any additional information does not cover more than two additional A4 sides.

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| **Section Five: Rehabilitation of Offenders Act (1974)** |

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| This post is offered subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check. ‘In the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action. Information given will be completely confidential. |

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| If you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013, please give the details below.  |
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| **Section Six: Protecting Children and Vulnerable Adults** |
| **Enhanced Checks** Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post? | **Yes** | [ ]  | **No** | [ ]  |

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| **Section Seven: Interview arrangements** |

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| **Do we need to make any specific arrangements in order for you to attend the interview?** | **Yes** | [ ]  | **No** | [ ]  |

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| **If yes, please give details:** |
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| **Section Eight: References** |

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| Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are. |

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| **Reference 1** |  | **Reference 2** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |       | **Name:** |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **Position (Job title):** |       | **Position (Job title):** |       |

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| --- | --- | --- | --- |
| **Work Relationship:** |       | **Work Relationship:** |       |

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| --- | --- | --- | --- |
| **Organisation:** |       | **Organisation:** |       |

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| --- | --- | --- | --- |
| **Address:** |       | **Address:** |       |
|  |       |  |       |
|  |       |  |       |
|  |       |  |       |
|  | Postcode |       |  | Postcode |       |

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| --- | --- | --- | --- |
| **Telephone No:** |       | **Telephone No:** |       |

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| --- | --- | --- | --- |
| **E-mail:** |       | **E-mail:** |       |

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| Are you willing for this referee to be approached prior to the interview? | **Yes** | [ ]  | **No** | [ ]  | Are you willing for this referee to be approached prior to the interview? | **Yes** | [ ]  | **No** | [ ]  |