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|  | **Confidential Application Form** |

Position Applied for: Closing date:

Please read the information in the job pack before completing the application. Complete this form in full, preferably online, but if you need to print it out please complete in black ball point ink.

Do you consider yourself to have a disability? Yes/No

If so, please inform us of any reasonable adjustments we can make to support you through our recruitment process.

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| **Your personal details**  Surname: ………………………………………………..  Forename(s): ………………………………………………………  Have you been known by a different name? If so, please indicate…………………………………………….  Full postal address: ………………………………………………………………………………………………….  ……………………………………………………………………………… Post Code: ………………………….  Home Telephone number (including dialling code):………………………………………………………………  Mobile Telephone number ………………………………………………………………………………………….  Daytime contact telephone number: (including dialling code): ………………………………………………….  Email Address………………………………………………………………………………………………………..  Do you have a valid driving licence? Yes/ No  Do you have your own transport? Yes / No  Do you have a current Disclosure & Baring Service Check (enhanced level) Yes/ No |
| **References**: Please give the names of two referees. One of which should include your most recent employer.  1 Name: ……………………………………………….  Address (inc Postcode): ……………………………………………………………………………………………  Telephone number:………………………………………………………………………………………………….  Email address:……………………………………………………………………………………………………...  Relationship:………………………………………………………………………………………………………….  Can we contact this person prior to interview?.............................................................................................  2 Name: ……………………………………………….  Address (inc Postcode): ……………………………………………………………………………………………  Telephone number:………………………………………………………………………………………………….  Email address:……………………………………………………………………………………………………...  Relationship:………………………………………………………………………………………………………….  Can we contact this person prior to interview?............................................................................................  Offers of employment will not be made without references being received. |
| **Current/Most Recent Employment**  Employer’s Name & Address………………………………………………………………………………………………….  ……………………………………………………………………………………………………………………………………….  ………………………………………………………………………………………. Post Code…………………………….  Job Title/Grade………………………………………………. Date Commenced……………………………………….  Notice Period……………………………………………………. Salary (p.a.) ……………………………………………. | |

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| **Employment History**  Starting with the latest and working back, please give details of your previous employment over the last 10 years.  Continue on a separate sheet if necessary.   |  |  |  | | --- | --- | --- | | Employers Name | Period of Employment  From (mm/yy) – (mm/yy) | Job Title/ Grade | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |

**Education & Training**

1. **Secondary Education**

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| School/College and dates attended | Subject | Qualification and Grade |
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1. **Higher/ Further Education**

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| --- | --- | --- |
| College/ Institution and dates attended | Subject | Qualification and Grade |
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1. **Professional/Technical or Vocational Qualifications**

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| --- | --- | --- |
| College/ Institution and dates attended | Subject | Qualification and Grade |
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**Skills and Experience**

Please state below how your skills and experience meet the requirements of the Person Specification and Job Description for the post applied for. These may have been gained within or outside paid employment, or through education and training.

Continue on a separate sheet if necessary

Please note that only information provided on this application form with be used in deciding who to interview. **Please do not send in a CV.**

**Declaration**

I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete.  I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I hereby consent to the Company processing the information supplied on this application form for the purposes of recruitment and selection.  I accept that if my application is successful, this application form will form part of my personnel file and, in that case, I consent to the data on it being processed for all purposes in connection with my employment.

Signature: ……………………………………………………………. Date: …………………………………….

Please return the form to the contact given in the Job Pack relevant to the post for which you are applying. Please remember to also send the separate Equal Opportunities Form.