**The following information will be treated in the strictest confidence.**

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| **POSITION APPLIED FOR** |  |

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| --- | --- |
| **PERSONAL**  (Please complete this section in BLOCK CAPITALS) | |
| Surname |  |
| First Name |  |
| Address |  |
| Postcode |  |
| Home Telephone Number |  |
| Mobile Telephone Number |  |
| Full Driving Licence | **Yes / No** |
| Endorsements | **Yes / No** |
| If YES, please give full details including dates: | |
| Are you involved in any activity that might limit your availability to work or your working hours, eg local government? | **Yes / No** |
| Are you subject to any restrictions or covenants that might restrict your working activities? | **Yes / No** |
| If YES, please give full details including dates: | |
| Are you willing to work overtime and at weekends if required? | **Yes / No** |
| Please give details of any hours which you would not wish to work: | |
| Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974?) | **Yes / No** |
| If YES, please give full details: | |
| If offered employment, you will be required to complete a Medical Questionnaire. Are you prepared to undergo a medical examination before starting employment? | **Yes / No** |
| Have you ever worked for this organisation before? | **Yes / No** |
| If YES, please give full details: |  |
| Have you applied for employment with this organisation before? | **Yes / No** |
| Do you need a work permit to take up employment in the U.K.? | **Yes / No** |
| How much notice are you required to give to your current employer? |  |

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| --- | --- | --- | --- |
| **EDUCATION** | | | |
| Schools attended since age 11 | From | To | Examinations and Results |
|  |  |  |  |
| College or University | From | To | Courses and Results |
|  |  |  |  |
| Further Formal Training | From | To | Diploma/Qualification |
|  |  |  |  |
| Job-related Training Courses Name of Organisation | Date | Subject | |
|  |  |  | |
| Please give details of membership of any **technical or professional associations** | | | |
|  | | | |
| Please list **languages** spoken and the level of competence | | | |
|  | | | |

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| --- | --- | --- | --- |
| **EMPLOYMENT HISTORY**  Please give details of your past employment, excluding your present or last employer, stating the most recent first. | | | |
| Name and address of previous employers | Dates | Position held/Main duties | Reason for leaving |
|  |  |  |  |

|  |  |
| --- | --- |
| **PRESENT OR LAST EMPLOYER** | |
| Are you currently employed? | **Yes / No** |
| Name of present of last employer |  |
| Address |  |
| Telephone Number |  |
| Nature of business |  |
| Job title |  |
| Brief description of duties |  |
| Reason for leaving |  |
| Length of service | From: |
| To: |

|  |
| --- |
| **Interests, Achievements, and Leisure Activities**  (eg hobbies, sports, club memberships) |
|  |

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| **Supplementary Information**  Please provide a **supporting statement** **(max 400 words)** and let us know why you believe you are uniquely suited to the role for which you are applying (eg past achievements, future aspirations, personal strengths, etc). We recommend you refer to the Person Specification and use the criteria as headings in your supporting statement to ensure you articulate clearly, with examples, how you fulfil each one. |
|  |

**Declaration**

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, in compliance with data protection legislation and as set out in the Company’s Employee Privacy Notice. I undertake to notify the Company immediately of any changes to the above details.

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| --- | --- |
| Signed |  |
| PRINTED |  |
| Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **References**  Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference. | | | |
| Can we approach your current employer before an offer of employment is made? | | Yes / No | |
| Name |  | Name |  |
| Position |  | Position |  |
| Address |  | Address |  |
| Tel |  | Tel |  |
| Email |  | Email |  |

|  |  |
| --- | --- |
| **Source of Application** | |
| How did you hear of this vacancy? |  |