**APPLICATION FORM**

IN CONFIDENCE

Guidelines are enclosed to help you with your application. Please read them and then complete this form in black ink or type. Please contact us if, for any reason, you do not have the guidelines.

Please note that only the information given in this application form will be considered in determining whether or not you will be called for interview. Please specifically address the criteria detailed in the Person Specification. **CV’s will not be considered.**

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| **1. JOB DETAILS**  Post applied for | |
| **2. PERSONAL DETAILS**  Title  Family Name  First names(s)    *(underline the name by which you want to be known)* | List below any other names by which you have been known  National Insurance No. |
| Address  Post Code  Email address (if you may be contacted by email) | Home Telephone  Mobile Telephone  Work Telephone  May we contact you at work? |
| Do you need a work permit before you can be employed in this country?  If yes, please give details. | |
| Do you have any disability which may affect your application for employment?  If yes, please give details.  We ask this question to enable us to consider any adjustments that we can make, either to the recruitment process itself or in employment, or order to assist you. | |
| If appointed how soon could you take up the post? | |
| Do you hold a current UK driving licence?  *(if yes please state what category)*  Do you have any driving convictions?  *(if yes please state)* | |
| **3. EDUCATION, TRAINING AND DEVELOPMENT**  Please list your academic and other relevant qualifications starting with your most recent  Qualifications  *If the post requires specific qualification you will be required to provide documentary evidence before employment*  Learning Opportunity/Training  *(continue on additional sheet if necessary*) | |
| **4. PRESENT OR LAST EMPLOYER**  Employer’s name and address  Post held  Date commenced  If left, give date and reason for leaving  Please give a brief description of your duties and responsibilities  *(continue on additional sheet if necessary*) | |
| **5. PREVIOUS EMPLOYMENT AND EXPERIENCE**  Please give details of previous paid employment. For each job give date of employment, employer and duties undertaken, starting with the most recent first *(continue on and additional sheet if necessary)*  Dates (month-year, from-to) Employer Duties undertaken Reason for leaving | |
| Please give details of any relevant skills/experience gained outside employment (eg through voluntary service) | |
| **7. REFERENCES**  Please give the name and address of two referees, one of whom should be your current or most recent employer, who can comment on your suitability for this post. If you were known by a different name, please also state this. **No reference will be sought without your consent.** | |
| Referee 1  Name  Position  Address  Post code  Telephone No  In what capacity does this person know you? | Referee 2  Name  Position  Address  r  Post code  Telephone No  In what capacity does this person know you? |
| **8. SUPPORTING INFORMATION**  Please detail how you meet the person specification for this post, illustrating with examples from work, voluntary or life experiences, and stating why you are applying for this job. | |
| **9. DECLARATION**  I declare that the information I have given on this form is correct and complete. False or misleading statements may be sufficient grounds for cancelling any agreements made, or for disciplinary action to be commenced.  Signed: Date: | |