



## APPLICATION FORM

**Ref No:**

Please complete this form legibly and return it on or before the closing date specified in the advertisement. Late applications will not be considered. **ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL.** Curriculum vitae will not be accepted. Candidates must outline clearly how their qualifications and experience meet both the essential and desirable requirements. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

**For Office Use:**                      **POSITION APPLIED FOR:**

Closing Date:  
Date Received:

### 1. PERSONAL DETAILS

Surname:	Telephone number (Home):
Forenames:	Telephone number (Mobile):
Postal Address:	E-mail Address:
	D.O.B:
Postcode:	National Insurance No:

### 2. QUALIFICATIONS

Level (e.g. Degree/GCSE)	Subject/ name of course	Grade attained

### 3. MEMBERSHIP OF PROFESSIONAL BODIES

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**4. EMPLOYMENT HISTORY** (Please list chronologically, starting with current or last employer)

Name and Address of Employer and Nature of Business:	Dates of employment: From: To:	Job Title: Job Function/ Responsibilities:	Final Salary and Reason for Leaving

**5. TRAINING**

Details of training courses attended and awards achieved, if appropriate:
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**6. SUITABILITY FOR THIS POSITION**

Please detail your suitability for this position under the relevant headings below stating when and where skills and experience were gained.

<b>Criteria</b>
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**7. REFEREES**

Please list the details of two persons who are willing to provide references for you. They should be persons who know you (but who are not members of your family) and who are qualified to give an opinion about how you are suitable for the post. Please note that we will not contact your current employer for a reference unless and until we are prepared to offer the post to you.

Name:	Name:
Address:	Address:
E-mail:	E-mail:
Telephone No.:	Telephone No.:
Relationship to you:	Relationship to you:

**8. SPECIAL REQUIREMENTS**

Please list below any special requirements or reasonable adjustments if you are disabled that you may have if

Company registration number: 15502044

you are called to interview.  
**9. EMERGENCY CONTACT NEXT OF KIN**

**Please provide details of someone who can be contacted in an emergency**

Name:	Number:
Relationship:	

**10. VERIFICATION OF INFORMATION**

I declare that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn or my employment terminated.

Signature:

Date:

**11. CRIMINAL RECORD CHECK (DBS)**

Disclosure of criminal background is required of those with substantial access to children. You are required to give details as this post, for which you are applying, is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) order 1986. A subsequent offer of appointment will be dependent upon the completion of a satisfactory Enhanced Criminal Records Bureau check.

Have you ever been convicted or cautioned of a criminal offence? (If YES, please provide details of the Offence,  
Yes ☐ No ☐

(If YES, please provide details of the Offence, the Sentence and the Date)

**The information you have given will be treated as confidential and is necessary to enable us to provide appropriate adjustments and facilities for your interview. Thank you for providing this information. We reserve the right to verify the information supplied on this form.**