

**JOB APPLICATION FORM**

**CONFIDENTIAL**

**Candidates must ensure that all parts of the application form are completed**

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| **POST APPLIED FOR :** |

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| **PERSONAL DETAILS:**  **Surname:**  **First name :**  **Address & post code:**  **Telephone number (home/mobile):**  **Email:** |

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| **PRESENT EMPLOYER:**  **Name of Employer:**  **Post held:**  **Date Appointed:**  **Current salary:**  **Notice period:**  **Please give a brief summary of your current responsibilities:** |

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| **Number of days sickness over the past 3 years:**  **Reason for any period of extensive sickness:** | | | |
| **PREVIOUS WORK EXPERIENCE:**  **Please give details of your work experience, both paid and un paid, starting with your most recent** | | | |
| **Name of employer** | **Post and duties** | **Dates (to – from )** | **Reason for leaving** |

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| **Do you require a work permit to work in the UK:**  YES / NO  **If you require a work permit do you have one:** YES / NO |

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| **CONVICTIONS:**  Please give details of any unspent convictions, if none please state ‘none’) |

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| **EDUCATION:**  Please give details of your education record and qualifications achieved | | |
| **Dates ( to –from )** | **School/college/University** | **Qualifications gained** |

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| **REFERENCES:**  Please give details of two referees, one of which should be your current or most recent employer | |
| Name:  Position:  Organisation:  Address:  Email:  Telephone: | Name:  Position:  Organisation:  Address:  Email:  Telephone: |
| Can we contact your referees prior to interview: YES/ NO | |

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| **SUPPORTING STATEMENT:**  Please say why you think you should be considered for this post, giving details of how you meet the requirements of the person specification. |

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| I certify that all the information in this application is accurate and that employment may be terminated immediately where information is discovered to be false  Signed : |