|  |  |
| --- | --- |
| **Personal Details** | |
| POSITION APPLIED FOR |  |
| Initial & Surname |  |
| Address |  |
| Tel No |  |
| Email address |  |
| Clean Driving License | YES / NO: |
| Do you have any ‘unspent’ convictions or investigations pending? | YES / NO: |

|  |  |
| --- | --- |
| **Secondary Education** | |
| Qualifications Attained |  |

|  |  |  |
| --- | --- | --- |
| **Further/Higher Education** | | |
| College/University Attended | Qualification Attended | Year |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employment History** | | | | |
| Please detail your employment history, starting with your current or most recent employment. Please use an additional sheet if there is insufficient space below. | | | | |
| From | To | Name of Employer | Job Title | Principal Duties |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **On the Job Training** | | |
| Please list any relevant training courses you have undertaken as part of your job and the certificates awarded with dates and names of awarding bodies. Please use an additional sheet if there is insufficient space below. | | |
| Training Course | Awarding Body | Year |
|  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **References** | | | | | | | | |
| Please give the name and address of two referees who we may contact if you are shortlisted for interview | | | | | | | | |
| Name: |  | | Occupation  Title: | |  | | | |
| Organisation |  | | | | | | | |
| Address: |  | | | | | | | |
| Telephone No. |  | | Email: |  | | | | |
| Relationship to Applicant: | |  | | | | | | |
| Can this referee be contacted prior to interview? | | | YES: |  | | | NO: |  |
| Please indicate if this referee is: | | Professional |  | | | Personal | |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | Occupation  Title: | |  | | | |
| Organisation |  | | | | | | | |
| Address: |  | | | | | | | |
| Telephone No. |  | | Email: |  | | | | |
| Relationship to Applicant: | |  | | | | | | |
| Can this referee be contacted prior to interview? | | | YES: |  | | | NO: |  |
| Please indicate if this referee is: | | Professional |  | | | Personal | |  |

|  |
| --- |
| **Statement in support of Application** |
| Please use the space below to provide a statement to support your application. Please give details of any additional knowledge or experience that you believe is relevant to your application. You may include voluntary work and more detailed information about your employment history, as well as any relevant interests, hobbies or skills that you have |
|  |

|  |  |
| --- | --- |
| **ELIGIBILITY TO WORK IN THE UK**  As an Employer we must check that job applicants are allowed to work in the UK before we can offer employment. The appropriate documentation will be checked before employment commences. | |
| Are you eligible to work in the UK?  If no, please give details  Do you require any permissions to work in the UK?  If yes, please give details | **Please delete as appropriate**    Yes No  Yes No |

|  |  |  |  |
| --- | --- | --- | --- |
| **DECLARATION**  Please sign this declaration after you have completed ALL parts of the application form | | | |
| **I declare that the information given is, to the best of my knowledge and belief, true, accurate and complete.**  **I understand that any false or misleading statements or any significant omissions may be sufficient grounds for withdrawing any offer of employment, disqualify me from employment and render me liable to dismissal.** | | | |
| Signed: |  | Date: |  |