|  |
| --- |
| **1. JOB DETAILS**Post applied for       Location       |
| **2. PERSONAL DETAILS**Title Family Name      First Name(s)      *(Underline the name by which you want to be known)* | List below any other names by which you have been known      |
| Address                Post Code      Email address (if you may be contacted by email)      | Home Telephone      Mobile Telephone      Work Telephone      May we contact you at work?[ ]  Yes [ ]  No |
|  | National Insurance No.       |
| Do you need a Work Permit before you can be employed in this country? [ ]  Yes [ ]  NoIf yes, please give details.       |
| Do you have any disability which may affect your application or employment? [ ]  Yes [ ]  NoIf yes, please give details.

|  |
| --- |
| **3. EDUCATION, TRAINING AND DEVELOPMENT**Please list your academic and other relevant qualifications starting with your most recent.  |
| Qualifications |
|                      |
| *If the post requires specific qualifications you will be required to provide documentary evidence before employment.*Please describe other learning opportunities relevant to the position, e.g. training courses. |
| Learning Opportunity |
|                     *(continue on additional sheet if necessary)* |
| **5. PRESENT OR LAST EMPLOYER**Employer’s name and address           Post held       Date commenced       If left, give date and reason for leaving.       Current/previous salary       Please give a brief description of your duties and responsibilities. *(continue on additional sheet if necessary)* |

We ask this question to enable us to consider any adjustments that we can make, either to the recruitment process itself or in employment, in order to assist you. |
| If appointed, how soon could you take up the post?       |
| Do you hold a current UK driving licence? [ ]  Yes [ ]  No [ ]  Not required for this post  |

|  |
| --- |
| **6. 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 (c*ontinue on 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 (e.g. 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      Post code      Telephone No.      In what capacity does this person know you?      |

|  |
| --- |
| **8. SUPPORTING INFORMATION**SUITABILITY FOR THE ROLE: Please review the requirements of the role and provide evidence of how you meet these, using specific examples, illustrating your skills/competencies to support your application. Please note we do not accept CV’s and will not consider information contained therein – all supporting evidence must be included below. Please continue on a separate sheet if necessary.     *(continue on additional sheet if necessary)* |
| **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       |