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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **`**   |  | | --- | | **Personal data** |  |  |  | | --- | --- | | Full name |  |  |  |  | | --- | --- | | Position applied for |  |  |  |  | | --- | --- | | Expected Gross Salary |  |  |  |  | | --- | --- | | Notice period |  |   Please tick the appropriate boxes:   |  |  | | --- | --- | | Gender | Female  Male |  |  |  | | --- | --- | | Military service | Postponed  Finished  Exempted |  |  |  | | --- | --- | | Marital status | Single  Engaged  Married  Divorce  Widowed  Separated |  |  |  | | --- | --- | | Date of birth | / / |  |  |  |  |  | | --- | --- | --- | --- | | Do you consider yourself to have a disability or any disease? | Yes  No | Specify |  |  |  |  | | --- | --- | | Do you hold driving licence? | Yes  No | |

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| --- |
| **SECONDARY EDUCATION** |

|  |  |  |  |
| --- | --- | --- | --- |
| Schools attended | From | To | Qualifications obtained (including grades and dates) |
|  |  |  |  |

|  |
| --- |
| **FURTHER, HIGHER AND PROFESSIONAL EDUCATION** |

|  |  |  |  |
| --- | --- | --- | --- |
| College/University course attended | From | To | Qualifications obtained (including grades and dates) |
|  |  |  |  |
|  |  |  |  |
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| --- |
| **TRAINING** |

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| --- |
| Please give details of any other courses attended, current Professional Memberships and other qualifications which are relevant to the position you are applying for. |
| 1. ..................................................................................... From....................................... To........................................... 2. ..................................................................................... From....................................... To.......................................... 3. ..................................................................................... From....................................... To........................................... 4. ..................................................................................... From....................................... To........................................... 5. ..................................................................................... From....................................... To........................................... |

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| **OTHER RELEVANT SKILLS** |

|  |  |  |
| --- | --- | --- |
| Please rate your computer skills using the following scale:  1 = basic knowledge (occasional use), 2 = working knowledge (daily use, proficient), 3 = advanced knowledge (qualification or equivalent standard) | | |
| Word | E-mail | PowerPoint |
| Excel | Internet | Access |

|  |  |
| --- | --- |
| Please rate your knowledge and skills of the following areas, using the above scale: | |
| Managerial Skills ( )  Analytical Skills ( )  Customer Relations ( ) | Strategic Thinking and Planning ( )  Problem Solving ( )  Organization Development and Building( ) |

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| --- |
| Please indicate and rate any other skills and interests not mentioned elsewhere (eg spoken languages) |
|  |

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| --- | --- | --- | --- | --- |
| **PRESENT OR MOST RECENT EMPLOYMENT** | | |  | |
|  |  |  | |  |
| Name and address of employer | |  | | Present or most recent job title |
|  | |  | |  |
|  | | Tel no. |
|  | |  |
|  | | Date appointed to current or recent post |
| Postcode | |  | |  |

|  |  |
| --- | --- |
| Current gross salary |  |

|  |  |  |
| --- | --- | --- |
| Are you still working for this company? |  | Reason for leaving/wishing to leave |
| Yes  If yes, please provide your notice period  No  If no, please provide your leaving date: |  |  |

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| --- |
| Please provide a brief description of duties and responsibilities (please attach additional sheet if required) |
| ...........................................................................................................................................................................................................  ..........................................................................................................................................................................................................  ..........................................................................................................................................................................................................  ..........................................................................................................................................................................................................  ......................................................................................................................................................................................................... ..........................................................................................................................................................................................................  ..........................................................................................................................................................................................................  ......................................................................................................................................................................................................... ..........................................................................................................................................................................................................  ..........................................................................................................................................................................................................  .......................................................................................................................................................................................................... ..........................................................................................................................................................................................................  ..........................................................................................................................................................................................................  ......................................................................................................................................................................................................... .......................................................................................................................................................................................................... |

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| **EMPLOYMENT History** |

Positions should be listed in date order with the most recent first. You should account for any gaps in employment (subject to the provisions relating to disclosure under the Rehabilitation of Offenders Act 1974). You may attach a separate sheet covering these posts.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address of employer** | **Job title, salary and responsibilities**  **(brief outline)** | **Dates** | **Reason for leaving** |
|  |  | From: To: |  |
|  |  | From: To: |  |
|  |  | From: To: |  |
|  |  | From: To: |  |
|  |  | From: To: |  |

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| --- |
| **SUITABILITY FOR THE ROLE** |
|  |
| Please use the space below to show how you meet the requirements for this post and give any other information in support of your application. Candidates are advised to refer to the job description and person specification, as these criteria will be used in the short listing process. Include details of any publications, research projects etc if appropriate (continue on the next page if required). |
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|  |
| **REFERENCES** |

|  |  |  |
| --- | --- | --- |
| **Referee 1** |  | **Referee 2** |
| Name of referee |  | Name of referee |
|  |  |  |
| Job title of referee |  | Job title of referee |
|  |  |  |
| Can we approach this referee immediately? |  | Can we approach this referee immediately? |
| Yes  No |  | Yes  No |
| Name of organisation |  | Name of organisation |
|  |  |  |
| Tel no. |  | Tel no. |
|  |  |  |
| E-mail address |  | E-mail address |
|  |  |  |

|  |
| --- |
| **FOR MANAGEMENT USE ONLY** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please Leave this section blank for management comment. | | | | |
| Shortlisted | **Yes**  **No** | | | | |
| Assessed by |  | Date: | | |
| Assessment Outcome**:** Please tick the appropriate boxes: | | | | |
| Exceeds competence level Meets competence level Potential Below competence level  Not competent | | | | |
| Interviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | Date: |  |
| Interview outcome | | | | |
| **Hired** | | **Rejected** | | |
| *Salary and Benefit Details* | | *Reasons* | | |
| Joining Date |  | ...............................................................................................................  ...............................................................................................................  ...............................................................................................................  ...............................................................................................................  ...............................................................................................................  ............................................................................................................... | | |
| Starting Gross Salary |  |
| Starting Net Salary |  |
| Training Period | From...... To........ |
| Gross Salary Increase |  |
| Net salary increase |  |
| **Recommendations to the post** | | | | |
| ........................................................................................................................................................................................................... ...........................................................................................................................................................................................................  ...........................................................................................................................................................................................................  ...........................................................................................................................................................................................................  ...........................................................................................................................................................................................................  ...........................................................................................................................................................................................................  ...........................................................................................................................................................................................................  ...........................................................................................................................................................................................................  ...........................................................................................................................................................................................................  ........................................................................................................................................................................................................... General Manager Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
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| --- | --- | --- |
| **CERTIFICATION** | | |
|  | | |
| I certify that the above replies are true, complete and accurate to the best of my knowledge and belief. I understand and acknowledge that any false statement knowingly made or the withholding of any relevant information may result in the withdrawal of any offer of employment or the termination of employment as appropriate. | | |
| Signature: | Name: | Date: |