**APPLICATION FORM**

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NOTE: ANY FALSE OR MISLEADING INFORMATION GIVEN IN THIS APPLICATION OR LEAVING THE FIELDS EMPTY MAY RESULT IN NON-SELECTION OR TERMINATION OF EMPLOYMENT.

| **PERSONAL DETAILS** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Post Applied For | | |  | | | | |
| Where did you hear of this vacancy? | | |  | | | | |
| Last Name | | | | | First Name ☐ Mr ☐ Ms ☐ Mrs ☐ Miss | | |
|  | | | | |  | | |
| Present Address | | | | | Permanent Address (if different) | | |
| Post Code: | | | | | Post Code: | | |
| Phone Number | | | | | May we contact you at work? | | |
| Home: | Work: | Mobile: | | E-mail: | | Yes | No |

| **ACADEMIC RECORD** | | | | |
| --- | --- | --- | --- | --- |
| Provide details of educational qualifications completed or in progress | | | |  |
| Name of University, College(s), Further Education | Dates | Full details of qualification obtained  (Including Classification, if relevant) | | |
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| **OTHER RELEVANT INFORMATION** | | | | |
| Please detail additional information such as other qualifications, technical skills, experience, language, projects completed relevant to the position or other. | | | Dates | |
|  | | |  | |
| Membership of Professional Bodies | | | Dates | |



| **CURRENT EMPLOYMENT** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Name & address of present/last employer | | Dates From | Dates To | Job title | Reason for leaving |
|  | |  |  |  |  |
| Brief summary of responsibilities | | | | | |
|  | | | | | |
| Employment history |  | | | | |
| Names and Address of Previous Employers | Period of Employment From / to dates | | Position & responsibilities | | Reason for leaving |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
| **ADDITIONAL INFORMATION** | | | | | |

| Please indicate why you are applying for this post and what particular skills and qualities you would bring to the job. You may refer to skills gained from activities outside of the workplace if they are relevant to the role. |
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|  |
| **REFERENCES** |
| Please give names and addresses of three referees (who should not be related to you) who may be approached in connection with your application. The first must be your current or most recent employer. |
| Name:  Address:  Phone Number: E-mail Address: |
| Name:  Address:  Phone Number: E-mail Address: |
| Name:  Address: |

| Phone Number: E-mail Address: |
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| **DECLARATION** |
| I declare that the information given on all parts of this application form, and in any CV which accompanies it, is, to the best of my knowledge, correct. I understand that giving false information will make my application unacceptable and, if I am appointed, lead to my dismissal. I accept that:   * If I am appointed, the information of this form may be used, in accordance with Schedule 2 of the Data Protection Act 1998, to form a part of my permanent personal record. * The information in the Equal Opportunities Monitoring form which accompanies this form will be used in accordance with Schedule 3 of the Data Protection Act 1998 to identify and review the equality of treatment between individuals with a view to enabling such equality to be promoted and maintained. It will not be seen by those who are responsible for making selection decisions.   Signature: Date: |