**APPLICATION FORM**

Please complete this form legibly and return it as soon as possible to be considered for the role. Late applications will not be considered. Candidates must outline clearly how their qualifications and experience meet both the essential and desirable requirements. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

**POSITION APPLIED FOR:**

**1. PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname: | Telephone number (Home): |
| Forenames: | Telephone number (Mobile): |
| Previous names: | Gender: |
| Postal Address: | E-mail Address: |
| Are you a driver: Yes No | Own transport: Yes No |
| Are you a United Kingdom (UK) National Yes No\*  \*If no, please detail your current immigration status and the relevant visa currently held. | |

**2. QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Level**  **(e.g. GCSE etc)** | **Subject/ name of course** | **Grade attained** |
|  |  |  |

**3. MEMBERSHIP OF PROFESSIONAL BODIES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of professional body:** | **Registration number:** | **Renewal date:** | **Additional comments:** |
|  |  |  |  |

**4. EMPLOYMENT HISTORY** (Please list chronologically, starting with current or last employer)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of Employer and Nature of Business:** | **Dates of employment:**  **From:**  **To:** | **Job Title:**  **Job Function/ Responsibilities:** | **Final Salary and Reason for Leaving** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of Employer and Nature of Business:** | **Dates of employment:**  **From:**  **To:** | **Job Title:**  **Job Function/ Responsibilities:** | **Final Salary and Reason for Leaving** |
|  |  |  |  |

**5. TRAINING**

|  |
| --- |
| **Details of training courses attended and awards achieved, if appropriate:** |
|  |

**6. SUITABILITY FOR THIS POSITION**

Please detail your suitability for this position stating any skills and experience you have that are relevant to the role.

|  |
| --- |
|  |

7. **DISCLOSURE AND BARRING CHECK**

|  |
| --- |
| ***Safeguarding / Ex-Offenders Declaration: Please note this section will only be seen by those involved in the recruitment process and will be treated with the strictest confidence.***  **Details of any criminal convictions, reprimands, or cautions: Please clearly state ‘None’ if you do not have any.** |
|  |

**8. REFEREES**

Please list the details of two persons who are willing to provide references for you. They should be persons who know you (but who are not members of your family) and who are qualified to give an opinion about how you are suitable for the post. Please note that one reference should be a previous employer and we will not contact your current employer for a reference unless and until we are prepared to offer the post to you.

|  |  |
| --- | --- |
| Name: | Name: |
| Designation: | Designation: |
| Business name:  Address: | Business name:  Address: |
| E-mail: | E-mail: |
| Telephone No.: | Telephone No.: |
| Capacity in which known: | Capacity in which known: |

**9. SPECIAL REQUIREMENTS**

Please list below any special requirements or reasonable adjustments if you are disabled that you may have if you are called to interview.

|  |
| --- |
|  |

**10. ADDITIONAL INFO – if applicable.**

Please list below any special requirements or reasonable adjustments if you are disabled that you may have if you are called to interview.

|  |
| --- |
|  |

**11. VERIFICATION OF INFORMATION**

|  |
| --- |
| I declare that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn or my employment terminated.  Signature: Date: |