

## Employment Application

Position applied for						
Branch or Department						
How did you hear of this vacancy?						
<b>Personal Details</b>						
Surname	Mr	Mrs	Ms	Miss		
Forenames						
Address						
Postcode						
Home Telephone No:						
Mobile Telephone No:						
National Insurance No:						
<b>Next of Kin</b>						
Name				Relationship		
Address						
Telephone No:						
<b>General Information</b>						
Do you hold a current driving licence?				Yes		No
Do you have any endorsements?				Yes		No
If yes please give details						
Have you ever been convicted of a criminal offence? (that is not spent under The Rehabilitation of Offenders Act 1974)				Yes		No
If yes please give details						



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## Employment History

**Present or most recent employment**

<b>Job Title</b>		<b>Salary</b>	<b>£</b>
<b>Date Started</b>		<b>Date left</b>	
<b>Employers Name</b>			
<b>Employers Address</b>			
<b>Job Objectives</b>			
<b>Main Duties &amp; Responsibilities</b>			

**Previous Employment and work experience (please provide brief details of employment covering the last 10 years. Use a continuation sheet if necessary)**

<b>Dates</b>		<b>Name &amp; address of employer</b>	<b>Brief details of duties with position held</b>	<b>Wage</b>	<b>Reason for Leaving</b>
<b>From</b>	<b>To</b>				



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## Education

Dates		Full name & address of school or college	Qualification & grade achieved
From	To		

## Training & Development

Dates		Name of Training Organisation	Course & Qualification achieved
From	To		

## Membership of Professional Organisations

Professional Organisation	Level of Membership	By examination (date achieved)



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### Supporting Statement

**Please use this as an opportunity to support your application outlining any skills, experience and personal qualities which you consider make you suitable for the job. Please also state your reason why you are applying for this job.**



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## References

Please give two referees. One should be your present employer, or if you are unemployed your last employer, or if you are in full time education your tutor. The second referee should be able to comment on your skills and abilities in relation to the job you have applied for.

References for short listed applicants will be taken up before interview unless you request otherwise

<b>Name</b>		<b>Name</b>	
<b>Address</b>		<b>Address</b>	
<b>Tel No:</b>		<b>Tel No:</b>	
<b>Relationship</b>		<b>Relationship</b>	

## Arrangements for Interview

<b>If you have a disability are there any arrangements that we can make for you if you are called for interview</b>	<b>Yes</b>	<b>No</b>
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If YES please specify:

## Data Protection

The information that you provide in this application form will be treated as strictly confidential and only used for recruitment purposes.

## Declaration

I declare that to the best of my knowledge, the information given in this application form is correct and that it may be used for the purposes of the recruitment process. I understand that if, after appointment, any information found to be inaccurate this may lead to dismissal without notice.

<b>Signature</b>		<b>Date</b>	
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