

Unique identification number: (For office use only)

Post applying for:

Personal Information
Full name:
Address:
Contact phone number:
Contact email address:

Qualifications

Please give details of any educational or professional qualifications that you hold:

Establishment	Qualification	Grade achieved	Date awarded

Please use an additional sheet if necessary

Current employment

Please give details of your current employment:

Job Title:	
Name of Employer:	
Address of Employer:	
Date started:	
Please give an outline of the duties and responsibilities of your current job:	
Notice required:	

Previous employment

Please give details of your employment history, starting with the most recent. Please also explain any significant gaps in your employment history:

Position held	Name of employer	Duties and responsibilities	State date and finish date	Reason for leaving

Please use an additional sheet if necessary

Other qualifications

Please give details of any other skills, abilities, knowledge or experience that you have that you believe will be relevant to this position:

Please use an additional sheet if necessary

Other information

Please let us know of any other information that might be relevant to your application:

Driving licence

Do you hold a full UK driving licence?

References

Please give details of two people who are prepared to act as referees. These people should not be family members and one should be your current or most recent employer. Referees will not be contacted unless you are successful at interview.

Referee One

Name:

Address:

Phone number:

Email:

Relationship to you:

Referee Two

Name:

Address:

Phone number:

Email:

Relationship to you:

**** Rehabilitation of offenders**

The Rehabilitation of Offenders Act 1974 allows certain people to consider their criminal convictions as `spent`, meaning that they don't have to reveal those convictions when applying for jobs. This job is exempt from the provisions of the Act in order to protect the public. As such you need to inform us of any criminal convictions you have received. Any of the information you give us will be treated as confidential and will not necessarily mean that your application will fail.

Have you ever been convicted of a criminal offence: YES NO

If yes, please give details:

Declaration

I hereby confirm that the information I have provided in this application is, to the best of my knowledge, accurate and true. I understand that if I give any false or misleading information that my application may be rejected or, if I am offered a job, it might lead to dismissal:

Signed _____

Date _____