**Application Form**

**Please complete this form in BLOCK LETTERS and return it on or before the closing date that was specified in the advertisement. Late applications will not be considered. Do not attach a separate CV to this form as it will not be considered.**

**YOUR NAME AND CONTACT DETAILS**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Postal Address** |  |
| **Post Code** |  |
| **E-mail Address** |  |
| **Telephone Number(s)** |  |
| **Full UK Driving Licence** | *Delete as appropriate:* YES / NO |

**QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Level**(e.g. GCSE/Degree) | **Subject / Course Name** | **Date completed & Grade Attained** |
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**MEMBERSHIP OF PROFESSIONAL BODIES**

|  |  |
| --- | --- |
| **Name of Professional body** | **Grade of membership** |
|  |  |
|  |  |

**EMPLOYMENT HISTORY**

List your previous employers in reverse order, starting with your current or last employer. Please explain any gaps in employment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employers name & address** | **Date of employment** | **Job Title & main duties** | **Final Salary & reason for leaving** |
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**HOW DO YOU MEET THE JOB CRITERIA FOR THE POST?**

Please explain how you satisfy the essential and desirable job criteria for this post.

These are listed in the Person Specification beneath the Job Description. Please answer each criteria fully.

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**INTEREST IN THE ROLE**

Please describe your interest in the position applied for.

**REFERENCES**

Please list the names and contact 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 this post. Please note that we will not contact your current employer for a reference unless and until we are prepared to offer the post to you.

|  |  |
| --- | --- |
| **First Reference** | **Second Reference** |
| Name: | Name: |
| Address: | Address: |
| E-mail: | E-mail: |
| Tel: | Tel: |
| Relationship to you: | Relationship to you: |

**SPECIAL REQUIREMENTS**

Please inform us about any special arrangements or adjustments that you may need us to put in place for you in the event that we invite you to interview. This will help us to help you. If, instead, you would prefer to discuss this with us, please telephone Debra Farmer on 0790 509 7167 as soon as possible.

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**DECLARATION**

**I declare that the information I gave here is correct. I understand that I risk having a job offer revoked or my employment terminated if it is later discovered that I deliberately gave false information here with the intention of deceiving the organisation.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**