|  |
| --- |
| **Job Application Form** |
| Position applied for: |       |
| Where did you hear about the post: |       |
| What are your reasons for applying for this position? *Include the relevant skills, abilities and knowledge that you feel you can bring to the role along with the key parts of the role that interest you* |       |

|  |
| --- |
| **Your Personal Details** |
| First Name: |       | Surname: |       |
| Preferred Name: |       | NI no: |       |
| Home address: |       |
|       | Postcode: |       |
| Email address: |       | Mobile no: |       |

|  |
| --- |
| **Education** |
| Secondary School / College / University | Dates (MM/YY) | Subject | Grade/Result |
| From: | To: |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
| **Other professional qualifications held** |
| Title | Date | Grade/Result |
|       |       |       |
|       |       |       |
|       |       |       |
| **Other relevant training courses completed** |
| Title: | Date: |
|       |       |
|       |       |
|       |       |

|  |
| --- |
| **Current / Most Recent Employment***Please note that we will request a reference from this person if an offer of employment is made* |
| Job title: |       | Employer Name: |       |
| Start date: |       | End date: |       |
| Postal address: |       |
|       | Postcode: |       |
| Email address: |       | Tel no: |       |
| Reason for leaving (or wanting to leave): |       |
| Notice requirement: |       |

|  |
| --- |
| **Previous Employment***Please ensure all gaps in employment are explained in the space below* |
| Full Name of Employer | Dates (MM/YY) | Job Title | Reason for leaving |
| From: | To: |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
| Explanation of any gaps in employment history: |       |

|  |
| --- |
| **References***A reference will be requested from your current / most recent employer (above). Please provide below the details of someone who can provide a personal character reference (not a family member). References will only be requested once a conditional offer of employment has been made* |
| Full name: |       | Relationship to you: |       |
| Tel No: |       | Email address: |       |
| Postal address: |       |
|       | Postcode: |       |

|  |
| --- |
| **Other information** |
| Do you hold a full valid driving licence? | Yes |       | No |       |
| Do you have access to a car? | Yes |       | No |       |
| Do you have any police cautions or convictions? | Yes |       | No |       |
| If yes, provide brief details: |       |
| *Please note that the position applied for is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, therefore all spent and unspent convictions must be declared. All successful applicants will be required to undergo an enhanced criminal records check.* |
| Do you require any adjustments to enable you to attend an interview? If yes, please detail below: | Yes |       | No |       |
|       |
| Please list below any dates that you **are not** available to attend an interview: |
|       |

|  |
| --- |
| **Declaration** |
| I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment or withdrawing any offer of employment. |
| **Signed:** |  | **Dated:** |       |
| *The information provided by you on this form may be processed for purposes permitted by data protection legislation and will be stored in accordance with our Data Protection Policies.* |