**

### Application for Employment

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| 1. PERSONAL DETAILS |
|  |
| Surname: |  | Title: |  | First Name(s): |  |  |
| Home Address: |  | Nationality: |  |  |
|  |  | Email address: |  |  |
|  |  | Home Tel No: |  |  |
| Postcode |  | Daytime Tel No: |  |  |
| Date of birth |  | Mobile: |  |  |
| Are you legally eligible for employment in the UK? | Yes / No |
| Do you require a work permit to work in the UK? | Yes / No |
| *Please submit a copy of the documentation to prove your right to work in the UK and a copy of your passport, driving licence ND National Insurance Card with your application* |
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| **2. REFERENCES** |
|  |
| Please provide names, addresses and occupations of two referees (not relatives), preferably a previous employer and a personal references, whom we may approach with regard to your application. We will contact you before taking up any references. |
| Name: |  | Name: |  |  |
| Address: |  | Address: |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Email address: |  | Email address: |  |  |
| Telephone No: |  | Telephone No: |  |  |
| Occupation: |  | Occupation: |  |  |
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| **3. HOBBIES AND INTERESTS** |
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| **4. APPLICATION DETAILS** |
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| Position Applied for: |  |  |
| Date available to commence work: |  |  |
| Have you been employed by us before? | Yes / No If yes please provide dates |  |
| A DBS Check is required for this post – Please confirm you are willing to undergo this check.  |  | Yes / No |  |
| Please give details of any criminal convictions that you may have:  |  |  |
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| 5. QUALIFICATIONS |
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| Qualifications  | Year Taken | Results |
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| 6. TRAINING |
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| Training – please list courses which are relevant to this position |
| Course | Dates | Organising body |
|  |  |  |
| **7. EMPLOYMENT – List below your present and past employment, starting with the most recent** |
| Name of employer |  |
| Address |  |
| Town/Postcode |  |
| Telephone |  |
| Contact name |  |
| When were you employed (From and to) |  |
| Job Title |  |
| Reasons for Leaving |  |
| Responsibilities and brief description of the position |  |
|  |
| Name of employer |  |
| Address |  |
| Town/Postcode |  |
| Telephone |  |
| Contact name |  |
| When were you employed (From and to) |  |
| Job Title |  |
| Reasons for Leaving |  |
| Responsibilities and brief description of the position |  |
|  |
| 8. THE POSITION  |
|  |
| Please tell us why you have applied for this job and why you think you are the best person for the job. |
|  |
| **9. Dates for interview** |
| Please tell us if there are any dates when you will not be available for interview. |
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| 10. Disability  |
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| If you have a disability please tell us about any adjustments we may need to make to assist you at interview. |
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| 11. DECLARATION  |
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| I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal. |
| Signature: |  |  |
| Name: |  |
| Date |  |
|  |

*Please use additional paper, if required, clearly marked with the relevant section number(s).*