##### APPLICATION FORM

Please complete all sections of this form. You are advised to read the job description and person specification carefully before completing the application form.

Post applied for:

Family Name: First Name:

Address:

Telephone No. (daytime): (evenings):

E-mail address:

## REFERENCES

Please give the names and contact details of two people whom we contact to comment on your suitability for this post. One of whom where possible should be your present or most recent employer; the second cannot be a family member or friend. References will only be taken up following a successful interview. An offer of employment will depend on receipt of satisfactory references.

**Referee 1 (Present or most recent line manager, not a colleague)**

Name:

Position held and relationship:

Address:

Telephone:

Email:

**Referee 2**

Name:

Position held and relationship:

Address:

Telephone:

Email:

## EDUCATION & TRAINING

|  |  |  |
| --- | --- | --- |
| **EDUCATION** Please list all your education and qualifications gained: | | |
| Dates | Name of University/College/School | Qualifications Obtained |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **TRAINING** Please describe any professional, vocational, short courses or in-service training undertaken | | |
| Dates | Course title | Qualification obtained (if any) |
|  |  |  |

EMPLOYMENT AND VOLUNTEERING

Please include paid and voluntary work, beginning with details of your most recent position of employment.

|  |  |  |
| --- | --- | --- |
| Dates | Name of Employer | Job or Voluntary Title  Main Duties/ Responsibilities |
|  |  |  |

**Please use this section to provide evidence of how you meet the person specification and job description criteria. Please provide examples where possible. The person specification details the experience, knowledge and abilities which are necessary to carry out the job. (2000 WORDS MAXIMUM)**

**Disclosure Of Unspent Convictions**

Have you ever been convicted of any criminal offence? YES / NO. (If YES, please give details):

The disclosure of convictions will not necessarily affect your application as the relevance and timing of convictions will be considered.

How did you find out about this vacancy?

**Personal Requirements**

Do you have any health difficulties, which might be relevant to this post? (If so please give details and any particular requirements you may have to support you in your work)

Do you consider yourself to be disabled?

**Driving**

Do you have a full driving licence?

**Driving**

Do you have a full driving licence?

Do you have a provisional driving licence?

Do you own or have the regular use of a car?

If not, do you have another form of transport?

**Data Protection Act 1998**

I confirm that the information set out in this application is, to the best of my knowledge, true and complete. I understand that any false statement may disqualify me from employment. I also agree that the application form and Equalities form can be stored and processed in accordance with General Data Protection Requirements.

Signature: Date: