

Professional Qualifications currently held: how obtained and grade:

Other relevant Educational or Training Courses:

3. PRESENT POST

Title of Post:		Salary/Grade:	
Name of Employer:		Business of Employer:	
Address:		Date Commenced:	
		Date Ended (if applicable):	
<Town>	<Post Code>		
Please outline your responsibilities, to whom you are responsible and staff responsible to you (if applicable):			
Reason for leaving or wishing to leave:			
Period of notice required to terminate present employment:			
Please notify us of any dates you are available for interview:			

4. PREVIOUS EMPLOYMENT

(Please use continuation sheet if necessary.)

Name and Address of Employers	Position(s) held	Reason for leaving	Final grade/salary
<Name of Employer> <Address 1> <Address 2> <Address 3> <Post Code>			
Description of duties:			

<Name of Employer> <Address 1> <Address 2> <Address 3> <Post Code>			
Description of duties:			

<Name of Employer> <Address 1> <Address 2> <Address 3> <Post Code>			
Description of duties:			

<Name of Employer> <Address 1> <Address 2> <Address 3> <Post Code>			
Description of duties:			

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5. RELEVANT SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE AND YOUR REASONS FOR APPLYING FOR THIS JOB

6. OTHER INFORMATION

What activities outside work interest you? (State any positions held you consider relevant.)

Do you hold a current driving licence?

Yes No

Do you have access to a car?

Yes No

Disabilities

If selected for interview, do you require any special arrangements to be made on account of a disability?

Yes No

If "yes", please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and fulfill our obligations under the Equality Act 2010:

7. REFERENCE

Please provide details of a Personal Referee (Someone non-related, who has known you for over 2 years) and a reference from your previous employer.

Referee 1

Referee 2

Title (Mr, Mrs etc):		Title (Mr, Mrs etc):	
Full Name:		Full Name:	
		Job Title:	
		Organisation:	
Address:		Address:	
<Town>	<Post Code>	<Town>	<Post Code>
Tel No:		Tel No:	
E-mail address:		E-mail address:	
Fax No:		Fax No:	
Please state if we may obtain this reference prior to interview.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please state if we may obtain this reference prior to interview.	<input type="checkbox"/> Yes <input type="checkbox"/> No

8. 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.

Signature:

Date:

Name:

The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be processed solely in connection with recruitment.