



Professional Qualifications currently held: how obtained, grade and date

### 3. PRESENT POST

|                   |  |                             |  |
|-------------------|--|-----------------------------|--|
| Title of Post:    |  | Salary/Gade:                |  |
| Name of Employer: |  | Business of Employer:       |  |
| Address:          |  | Date Commenced:             |  |
|                   |  | Date Ended (if applicable): |  |
|                   |  |                             |  |

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

| Name and Address of Employers | Position held | Dates |    | Reason for leaving | Final grade/salary |
|-------------------------------|---------------|-------|----|--------------------|--------------------|
|                               |               | From  | To |                    |                    |
|                               |               |       |    |                    |                    |

Description of duties:

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

Description of duties:

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

Description of duties:

**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 own a car?

Yes  No

## 7. REFERENCES

### Referee 1

### Referee 2

|  |   |  |   |
|--|---|--|---|
| Title (Mr, Mrs etc):   |   | Title (Mr, Mrs etc):   |   |
| Full Name:   |   | Full Name:   |   |
| Job Title:   |   | Job Title:   |   |
| Organisation:  |   | Organisation:  |   |
| Address:   |   | Address:   |   |
|  |   |  |   |
| 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<br><input type="checkbox"/> No | Please state if we may obtain this reference prior to interview. | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |

## 8. Criminal Convictions

I understand that some posts, including those that involve working with children and vulnerable adults will require me to give details of any criminal convictions. I confirm that I will provide the information requested and I understand that if I am provisionally selected I will be required to apply for a Criminal Records Bureau Enhanced Disclosure.

|            |  |       |  |
|------------|--|-------|--|
| Signature: |  | Date: |  |
| Name:      |  |       |  |
|            |  |       |  |

## 9. 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.