**A blue circle with white text

Description automatically generatedAPPLICATION**

**Section 1 – Personal Details**

|  |  |  |
| --- | --- | --- |
| Title |  | Full name |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address |  |  | |
|  |  | Email |  |
|  | Telephone |  |
|  | Mobile |  |

|  |
| --- |
| Position applied for |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you hold a full UK driving licence? | Yes/No |  | Do you currently have the right to work in the UK? | Yes/No |
| If the role has indicated driving is part of the role, please answer the questions below: | |  | If yes, is this right time-limited (e.g. visa with expiry date)? Please provide details: | |
| Do you have any points on your licence? | Yes/No |  |  | |
| If yes, please indicate how many |  |  |
| Where did you hear about this position? | |  | Please give details of any adjustments to the selection process that would assist you if invited to interview | |
|  | |  |  | |

**Section 2 – Education and Training**

|  |  |  |
| --- | --- | --- |
| INSTITUTION | DATES ATTENDED | QUALIFICATIONS AND GRADES |
|  |  |  |
|  |  |  |
|  |  |  |
| Details of further training and education, including professional training and qualifications | | |
|  | | |

**Section 3 – Current Employment**

Please include any responsibilities that are held concurrently (e.g. team leader) and provide details of each role and set out any particular achievements if appropriate.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of current employer | | | |
|  | | | |
|  |  |  | |
| Address |  |  | |
|  |  | Job title |  |
|  | Salary |  |
|  | Date appointed |  |
|  |  |  |  |
| Brief summary of principal responsibilities and particular achievements | | | |
|  | | | |

|  |
| --- |
| Reason for leaving |
|  |

|  |
| --- |
| Notice period required |
|  |

**Section 4 – Employment History**

**a) Posts Held**

Please account for any gaps e.g., studying, childcare and so on, and include significant voluntary positions where relevant.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EMPLOYER’S NAME AND ADDRESS | JOB TITLE | RESPONSIBILITIES | DATES (FROM/TO) | REASON FOR LEAVING |
|  |  |  |  |  |
|  |  |  |  |  |
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**b) Specialised work**

|  |
| --- |
| If during your career you have developed a relevant specialist area of expertise (e.g. HR, programme management, website design, data management etc) please could you indicate this/these and outline your work in the area(s) specified |
|  |

**Section 5 – The Role**

|  |
| --- |
| With reference to the role profile and the person specification in the Application Pack, please outline how your knowledge, skills, experience and personal qualities **meet the person specification** and equip you for this post. Continue on a separate sheet if needed (maximum two sides of A4). |
|  |

**Section 6 – References**

Please give the names and addresses of three referees, indicating the capacity in which they know you.

Referee 1 should be your present employer (if currently employed). We prefer at least one referee to be the opposite gender to you, and one to be related to your previous not current role. We normally take up references once a preferred candidate has been identified at interview. We are unable to accept references from relatives.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Referee 1** | | | | |
| Name | | | | |
|  | | | | |
|  |  |  | | |
| Address |  |  | | |
|  |  | Email |  | |
|  | Telephone |  | |
|  | Relationship |  | |
|  | Permission to contact | Yes | No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Referee 2** | | | | |
| Name | | | | |
|  | | | | |
|  |  |  | | |
| Address |  |  | | |
|  |  | Email |  | |
|  | Telephone |  | |
|  | Relationship |  | |
|  | Permission to contact | Yes | No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Referee 3** | | | | |
| Name | | | | |
|  | | | | |
|  |  |  | | |
| Address |  |  | | |
|  |  | Email |  | |
|  | Telephone |  | |
|  | Relationship |  | |
|  | Permission to contact | Yes | No |

|  |  |  |  |
| --- | --- | --- | --- |
| **DECLARATION**  I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.  I understand that the information provided by me on this form as an applicant will be stored in accordance with relevant data protection legislation, including the UK General Data Protection Regulation (UK GDPR). | | | |
| Signed |  | Date |  |