



Application for employment

All information will be treated as strictly confidential and no approach will be made to any person without your permission. You should bear in mind that shortlisting for interview will rely upon the information you supply in this document and the extent to which your experience matches the job description and the required skills and knowledge.

Please complete the form carefully, using black ink and block capitals or clear typescript throughout. Extend each section as required. This form can be supplied in alternative formats upon request.

Position applied for:

If you obtained this position, would you continue in any other employment? Yes/no

Is your ability to perform this job limited in any way? If yes, how could we help you to overcome these limitations?

Are you legally permitted to work in the UK? Yes/no

Personal details

Title: Forename (first or preferred/known as):

Surname:

Address for communications:

Postcode:

Home telephone:

Work telephone

May we contact you at work? Yes/No

Academic and/or professional qualifications

School, college or examining authority.

Dates

Qualifications

Work record

Please give below, in reverse date order beginning with your current work, full particulars of all work (including employment, self-employment, work experience and voluntary work). If necessary to continue on a separate sheet, please set the information out in the same manner as below.

Name & address of employer

Dates

Job title or duties

Description of work

Suitability for this position:

Please consider the job specification and required skills and knowledge. For each skill or knowledge, please give an example from your past experience (educational, voluntary or in work) demonstrating how you successfully carried out a similar responsibility.

Please give any other relevant information in support of your application:

List any criminal convictions other than 'spent' convictions. If none, state 'none'.

The information provided will be confidential and will be considered only in relation to this application.

Before you return the form please ensure you have completed all sections and that you have signed the declaration below.

Please do not forward any certificates or references with this form.

Declaration

The above information is true. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.

Signed:

Date:

Data Protection

Information given in this application will be controlled under Data Protection legislation and will be used for the purposes of recruitment within the organisation. Should your application be successful, the information will then be used for your staff record and for payroll purposes. May we have your permission to process the information both manually and automatically for these purposes?

Yes/No