



Application Form

Please complete this application clearly using black ink or type. Please complete all sections of the form – do not enclose a CV.

Personal Details

First Name	
Surname	
Preferred Title	
Email Address	
Home Telephone	
Mobile	

Address	
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Present or most recent employment

Employers Name	
Address	
Job Title	
Dates of employment	
Notice required	
Salary	
People responsible for	
Reason for leaving	
Briefly describe your role	

Previous employment – starting with most recent

Employer's Name	Job Title and Main Responsibilities	Salary	Dates of Employment (month & year)		Reason for leaving
			From	To	

Education qualifications and relevant non qualification training – starting with most recent

You will only be considered for short listing if you have the qualifications as stated in the essential criteria.

Place of Study	Dates		Name of course	Grade
	From	To		

Non Qualification Courses

Title of Course	Length of Course	Organising Body

Membership of professional organisations

Organisation	Membership Status	Since

Experience, Knowledge, Skills and Abilities

This is one of the most important parts of the application form; you should read these guidance notes carefully.

Where possible demonstrate that you can meet the **essential criteria** as per the person specification. You will only be considered for interview if you meet all the essential criteria and should state clearly in this section how you meet them. You may find it helpful to list each requirement on the person specification as a separate heading and explain how you meet that requirement.

Analyse the person specification. If the person specification says that we need someone with particular skills, it is not sufficient to say that you have them we need examples that prove you have the skills.

Please continue on a separate sheet if necessary.

Referees

Please provide two professional referees (not relatives). One should be your present employer or your last employer if you are not currently employed. Please complete all sections.

Name		Name	
Job Title		Job Title	
Organisation		Organisation	
Address		Address	
Telephone		Telephone	
Email		Email	
May we take up this reference prior to interview?			
Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Criminal Convictions

We have a policy not to request disclosure of any criminal offences at application stage. If you are invited for an interview, please be prepared to provide a letter of disclosure.

Declarations

I declare that to the best of my knowledge the information on this application is true and complete and that misleading statements may be sufficient for cancelling any agreement made.

Your signature:	Date:
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