# Application form

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

|  |  |  |  |
| --- | --- | --- | --- |
| Surname: |  | Title: |  |
| Forename(s): |  | | |
| Previous names: | (If any) | | |

|  |  |  |
| --- | --- | --- |
| Current Address: | | |
|  | | |
|  | | |
|  | Postcode: |  |

|  |  |
| --- | --- |
| Telephone Number: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have the right to take up employment in the UK? | Yes: |  | No: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| If no, would you wish us to assist you in applying for the right work? | Yes: |  | No: |  |

|  |  |
| --- | --- |
| Dates you are NOT available for interview: |  |

# Education & Experience

Please list any higher education and professional qualifications

|  |  |
| --- | --- |
| Establishment | Qualification |
|  |  |
|  |  |
|  |  |

Please give details of your last three jobs. Any relevant posts held before then may also be mentioned. Please begin with your present or most recent position and then work chronologically backwards.

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Employer | Job title, description, reasons for leaving and salary on leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Supporting Questions

|  |
| --- |
| Please tell us why you have applied for this job? (200 words max) |
|  |

|  |
| --- |
| Please outline how your skills, experiences, and qualification meet the required criteria for this job, as outlined in the JD, and why they make you best fit for this role. This is the opportunity to provide information that you think will assist your application. (max 500 words) |
|  |

|  |
| --- |
| If you are successful, when could you take up your post? How many weeks’ notice do you have to give to your current employer? |
|  |

|  |
| --- |
| Please give details of any special arrangements or adjustments you require. |
|  |

|  |
| --- |
| Salary expectation: |
|  |

# Referees

Please give details of two employment referees, one of whom must be your current, or most recent, employer or, if this is an application for your first job, your schoolteacher, or higher/further education lecturer.

|  |  |
| --- | --- |
| First Referee | Second Referee |
|  |  |

# Rehabilitation of Offenders Act 1974

In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to disclose all and any past or pending cautions or convictions, whether spent or otherwise, unless it is either a ‘protected caution’ or a ‘protected conviction’ under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.

|  |
| --- |
| Please specify below details of all and any past or pending cautions or convictions, whether spent or otherwise, except for protected cautions or convictions. If you have no past or pending cautions or convictions, please specify ‘none’. |
|  |
|  |
|  |
|  |

# Declaration

I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete. I understand that if the Company later discovers that any statement is false or misleading, or that I have withheld relevant information, this may disqualify my application or, if the Company has already appointed me to a position, that the Company may dismiss me from employment.

I understand that the Company will use the information supplied on this application form in line with your Privacy Notice relevant to Recruitment, a copy of which you have provided me with or given me access to. I consent to the Company dealing with my information in this way, but also understand that the company has another lawful basis, other than consent, for dealing with my personal and sensitive personal data.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |