**APPLICATION FORM : CONFIDENTIAL**

Please complete this form and return it on or before the closing date specified. Please do not submit a CV. All information given will be treated with the strictest confidence and in compliance with GDPR. Continuation sheets may be added if necessary.

1. **PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname: | Telephone number (Home): |
| Forename(s): | Telephone number (Mobile): |
| Postal Address: | E-mail Address: |
| Postcode: | National Insurance number: |
| Do you have a current right to work in the UK? (mark as appropriate) **Yes/No** | Do you have a valid driving licence? (mark as appropriate) **Yes/No** |

1. **Post**

|  |  |
| --- | --- |
| Position applied for: | Full/Part time: |

1. **EDUCATION/QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Date attended** | **Subject/name of course** | **Grade**  |
|  |  |  |

1. **EMPLOYMENT HISTORY** (Please list chronologically, starting with current or last employer)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of Employer and Nature of Business** | **Dates of employment:** **From:** **To:** | **Job Title:****Job Function/ Responsibilities:** | **Final Salary and Reason for Leaving** |
|  |  |  |  |

1. **REASON FOR APPLYING/SUPPORTING STATEMENT**

Please detail your reason for applying for this position and why you think you would be suitable for this job.

Take the opportunity to highlight your particular talents and strengths, and relevant skills, knowledge, experience, voluntary activities, training which fit the job we are offering.

|  |
| --- |
|  |

1. **REFEREES**

Please list the details of two people who are willing to provide references for you, one of which must be your current/most recent employer.

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
| E-mail: | E-mail: |
| Telephone No.: | Telephone No.: |
| Relationship to you: | Relationship to you: |

1. **CONVICTIONS**

**Please note any criminal convictions except those ‘spent’ under the Rehabilitation of Offenders Act 1974. If none, please state.**

1. **SPECIAL REQUIREMENTS**

Please list below any special requirements or reasonable adjustments needed if you are called to interview.

|  |
| --- |
|  |

1. **Declaration**

|  |
| --- |
| I declare that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn or my employment terminated.Signature: Date: |

**PLEASE LEAVE THIS PAGE CLEAR FOR ADMINISTRATION PURPOSES**

(You may add additional pages to any section above if required)