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| Post applied for: |  |

**Personal Details**

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| --- | --- | --- | --- |
| Last name |  | Title |  |
| First name(s) |  | Previous names |  |
| Address  (including postcode) |  | National Insurance no |  |
| Mobile telephone |  |
| Home telephone |  |
| Best time of day to contact |  |
| Email address: |  | | |
| Are you eligible to work in the UK? *Yes/No* | | | |
| *If NO please specify your circumstances.* | | | |

**Education and Academic Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| School / College / University | From: mm/yy | To: mm/yy | Subjects, Qualifications, Grades, Honours |
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**Previous Employment (please start with your current/most recent post and work backwards)**

*Please briefly outline the nature of its work and your role. Please copy and paste additional tables as required to detail all employment since the age of 18. Details of any gaps in employment should be recorded in the section following.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Role / title |  | From: |  | To: |  |
| Organisation |  | Salary / allowance | |  | |
| Reason for leaving |  | Nature of organisation | | | |
| Address |  |  | | | |

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| --- | --- | --- | --- | --- | --- |
| Role / title |  | From: |  | To: |  |
| Organisation |  | Salary / allowance | |  | |
| Reason for leaving |  | Nature of organisation | | | |
| Address |  |  | | | |

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| --- | --- | --- | --- | --- | --- |
| Role / title |  | From: |  | To: |  |
| Organisation |  | Salary / allowance | |  | |
| Reason for leaving |  | Nature of organisation | | | |
| Address |  |  | | | |

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| Role / title |  | From: |  | To: |  |
| Organisation |  | Salary / allowance | |  | |
| Reason for leaving |  | Nature of organisation | | | |
| Address |  |  | | | |

**Periods when not working**

*Please give details of any voluntary work and other periods when you have not been employed. Please add extra rows if necessary.*

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| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason: |  |
| From: |  | To: |  | Reason: |  |
| From: |  | To: |  | Reason: |  |
| From: |  | To: |  | Reason: |  |

**Recent, relevant professional development**

*Please add extra rows if necessary.*

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**Referees**

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| * References will only be sought for short listed candidates. * **To comply with safer recruitment guidelines, we may obtain references prior to interview. If you have concerns regarding this please contact us.** * The first reference must be your present or most recent employer * Please do not give relatives or people solely in the capacity as friends as a referee * Other previous employers may also be approached for information, before interview, to verify details on your application form such as particular experience or qualifications. | | | |
| **Referee 1** | | **Referee 2** | |
| Name |  | Name |  |
| Position |  | Position |  |
| Address |  | Address |  |
| Telephone |  | Telephone |  |
| Fax |  | Fax |  |
| Email |  | Email |  |
| Capacity known in |  | Capacity known in |  |

**Interests**

*(Both professional and leisure)*

**Personal Statement supporting your applications**

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| * In support of your application please attach a statement, of no more than 2 sides of A4, giving your reasons for applying for this post. If typed please use font Arial 11 point or equivalent. |
| * Include any information that you consider relevant to this application, addressing the key areas in the person specification. |
| * Please ensure your name and the post you are applying for are included on each sheet used. |

**Declaration**

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| **Are you related to any member of staff in this organisation? YES / NO**  **If YES, who and in what capacity?**  Canvassing by or on behalf of an applicant whether directly or indirectly is forbidden. | | | |
| **Do you consider that you have a disability? YES / NO** | | | |
| **Do you require any specific arrangements to be made for you to attend an interview? YES / NO**  **If so, please explain:** | | | |
| **Have you ever received a conviction, caution or bind-over?** **YES / NO** This post is exempt from the Rehabilitation of Offenders Act 1974. Consequently, if you are appointed you will be required to undertake an enhanced Criminal Records Bureau check. Therefore, you will be required to declare ANY convictions, cautions and bind-overs you may have, regardless of how long ago they occurred, including those regarded for other purposes as ‘spent’. Having a criminal record will not necessarily prevent you from taking up appointment; it will depend on the nature of the offences and their relevance to the post you are applying for. However, should you NOT declare an offence that is subsequently revealed, e.g. through the CRB check, then this may place your appointment in jeopardy. | | | |
| **Has there ever been any cause for concern regarding your conduct with children, young people, vulnerable adults?**  **Please include any disciplinary action taken by an employer in relation to your behaviour with adults**. **YES / NO** | | | |
| **To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services/Social Work Department (Children’s or Adult Social Care)? YES / NO**  **It is a criminal offence for barred individuals to seek or undertake work with children or vulnerable adults. If you have answered yes to any of the above questions, please provide details on a separate sheet in an envelope marked CONFIDENTIAL** | | | |
| Under the Data Protection Act 1998 your consent is required to process the information you have supplied for the purposes of recruitment and selection. The information required is necessary for selection purposes and will be used by us for the selection and verification process in connection with your application for this post. Your name and contact details will be held electronically together with recruitment process monitoring. Under the Data Protection Act 1998 you have the right of access to any information about you held electronically and/or manually. By signing this declaration, or submitting this form electronically, you give permission for your details to be used in this way. | | | |
| **I declare that the information I have given on this form is correct and I understand that failure to complete the form fully and accurately could result in an incorrect assessment of salary, and/or exclusion from short listing, or may, in the event of employment, result in disciplinary action or dismissal** | | | |
| **Signed** |  | **Date** |  |
|  | | | |
| Please state where you **first** saw this vacancy advertised: | | | |