



APPLICATION FOR EMPLOYMENT

Please type or write in *black ink*

SECTION A:

Application for appointment of:

Job Title:

Personal Details (IN BLOCK LETTERS)

SURNAME:	First NAME:
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ADDRESS:
Preferred Contact Number
Email contact.....

EDUCATION AND TRAINING

Please give details of your educational qualifications and experience,

Education (Secondary School)

School Attended	Summary only of Qualifications obtained or to be taken (e.g. 6 x o levels or 5 GCSEs)

Education (Further and Higher Education)-Please only record your highest level of education

Dates		College / University Attended	Qualifications obtained or to be taken	Results (incl. Grades)
From	To			

Training (Details of any other training or qualifications **relevant** to this role e.g. short courses, NVQ's etc). **Please do not list courses that are over 5 years out of date**

Dates From To		Organising Body	Course title (including any Qualifications obtained)

CURRENT EMPLOYMENT (Please include paid and unpaid work)**Present or most recent employer/organisation**

Name & Address of Employer: Post Code	Grade	Salary
	Date Appointed	
	Notice Required	
Position	Leaving Date	
Reason for Leaving (if applicable)		
Brief Outline of Duties and Responsibilities:		

Previous employers/organisations (most recent first)-expand or complete additional sheet

Employers Name	Role and Details of Job	From	To

POST FOR WHICH APPLICATION IS MADE

Please give us **your reasons for applying for this post**, and **tell us how you think you meet each of the criteria listed in the Job Details** for this post. Please include details of any voluntary work

*In the initial comparison of applicants for a job, the information supplied here by you plays a significant part and it is very important that you should complete this section and should refer to the Job Description and Person Specification **giving examples** of how you have met the criteria*

Please expand and/or continue on additional sheets if required and attach

I declare that the information I have given on this form is correct and understand that if appointed, I will be liable to disciplinary action including dismissal and/or criminal action should I knowingly give false information.

I give my permission for this personal information to be stored and processed for the purpose of arriving at a selection decision and for sensitive data to be monitored for the purpose of equal opportunities monitoring. I also give permission for the information provided to be used to form the basis of personnel records should I be appointed.

Signature

Date

