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|  **APPLICATION FORM**  |
| **Please complete this application form as fully as you can** |
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| **Position Applied For** |  |
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|  |  |
| **Full Name** |  |
| **Full Address** |  |
|  |  | **Post Code** |  |
|  |  |
| **Home Telephone:** |  | E-mail Address |  |
| **Work Telephone:**  |  | Mobile |  |
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| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? | **YES / NO** |
| If yes, please give details |  |
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| **Do you hold a current full driving licence?** | Yes / No | Do you have a car that you could use for business purposes? | Yes / No |
| **Driving licence type / categories held:** |  |
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| **Current Notice Period**  |  | Do you have any holidays booked? (give dates) |  |
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| **Interview Restriction****(e.g. dates you cannot attend)** |  |
| Please give details of any special arrangements required for interview |
|  |  |
| What is your salary expectation in your next position?  |  |
|  |  |
| Education and TrainingPlease give details of your education (secondary school, college / university and any qualifications) and any relevant training or courses you have attended. Please continue on a separate sheet if required. |
|  |  |
| **Secondary School** | Name:Dates from and to: |
|  |  |
| **Examinations**  | **Subject**  | Grade/Result | **Subject**  | **Grade/Result**  |
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| **College / University** | Name:Dates from and to: |
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| **APPLICATION FORM** |
| **Examinations**  | **Subject**  | Awarding Body | **Grades/Results** | **Date obtained** |
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| **Please give details of any other educational, technical or professional qualifications or any other relevant qualifications, training or courses attended.** |
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| Employment HistoryPlease give details of your employment history. Please give most recent or current job first. If necessary, continue on the back of this form. |
|  |  |
| **Dates of Employment** | From To | Company |  |
| **Job Title** |  |
|  |  |
| **Company Address** |  |
|  |  | **Post Code** |  |
|  |  |
| **Responsibilities / Job Role** |  |
|  |  |
|  |  |
| **Reporting To:** |  |
| **Reason for leaving** |  |
| **Salary on leaving** |  | Other benefits |  |
| **Gaps**  | Please confirm if there were any gaps in your employment before starting your next position: |
|  |  |
|  |  |
| **Dates of Employment** | From To | Company |  |
| **Job Title** |  |
|  |  |
| **Company Address** |  |
|  |  | **Post Code** |  |
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| **APPLICATION FORM** |
| **Responsibilities / Job Role** |  |
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| **Reporting to:** |  |
| **Reason for leaving** |  | Salary on leaving |  |
| **Gaps**  | Please confirm if there were any gaps in your employment before starting your next position: |
|  |  |
|  |  |
| **Dates of Employment** | From To | Company |  |
| **Job Title** |  |
|  |  |
| **Company Address** |  |
|  |  | **Post Code** |  |
|  |  |
| **Responsibilities / Job Role** |  |
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| **Reporting to:** |  |
| **Reason for leaving** |  | Salary on leaving |  |
| **Gaps**  | Please confirm if there were any gaps in your employment before starting your next position: |
|  |
|  |  |
| **Dates of Employment** | From To | Company |  |
| **Job Title** |  |
|  |  |
| **Company Address** |  |
|  |  | **Post Code** |  |
|  |  |
| **Responsibilities / Job Role** |  |
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| **APPLICATION FORM** |
| **Reason for leaving** |  | Salary on leaving |  |
| **Gaps**  | Please confirm if there were any gaps in your employment before starting your next position: |
|  |  |
|  |  |
| **Dates of Employment** | From To | Company |  |
| **Job Title** |  |
|  |
| **Company Address** |  |
|  |  | **Post Code** |  |
|  |  |
| **Responsibilities / Job Role** |  |
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|  |  |
| **Reason for leaving** |  | Salary on leaving |  |
| **Gaps**  | Please confirm if there were any gaps in your employment before starting your next position: |
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| **Additional information** Please give any further information, not previously covered, in support of your application. This may include skills, knowledge, interests, personal attributes, or ambitions. Continue on a separate sheet if necessary. |
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| **APPLICATION FORM** |
| Criminal Offences |
| Have you ever been convicted of any criminal offences, which are not deemed spent under the terms of the Rehabilitation of Offenders Act 1974?  | Yes |  | No |  |
| If yes, please give details |  |
|  |  |
| About this Application |
| Do you know anyone who works for the Company? | Yes |  | No |  |
| If yes, please detail relationship.  |  |
|  |  |
| **General** |
| Are there any matters or situations that may affect your application or the Company should be made aware of? This may include restrictions on working, physical fitness, previous commitments. | Yes |  | No |  |
| If yes, please give details |  |
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| ReferencesPlease give details of two referees. One should be your current or last employer (no references will be taken without your prior knowledge and permission). Please note that job offers are subject to the receipt of satisfactory references. The Company may also request references from any other past employment named on this application form and may carry out general employment checks. |
| Reference 1 | **Reference 2** |
| **Name** |  | **Name** |  |
| **Position**  |  | **Position** |  |
| **Company Name** |  | **Company Name** |  |
| **Address** |  | **Address** |  |
|  |  |  |  |
| **Tel No** |  | Tel No |  |
| **Email** |  | Email |  |
| I give / do not give permission to take up my references prior to an offer of employment (delete as appropriate). | I give / do not give permission to take up my references prior to an offer of employment being made (delete as appropriate). |
|  |  |
| **Evidence of qualifications / licences**Offers of appointment are made on the basis of information provided in your written application (including your CV) and at interview. If offered an appointment you will be asked to provide evidence of any qualifications / licences that may be relevant and detailed in your application.  |
|  |  |
| **DATA PROTECTION STATEMENT**The information that you provide on this form will be used to process your application. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us. All information will be held in line with current Data Protection Regulations including GDPR. A copy of our job applicant privacy policy is available on our website. |
| **Undertaking** I confirm that the entries that I have made on this application form are, to the best of my knowledge and belief, true. I understand that if I have deliberately made a false statement on this form (or on other information provided), any job offer could be withdrawn, or the continuation of employment put at risk. I authorise the Company to process and store all information contained on this application form for the purpose of recruitment and as outlined above. |
| **APPLICATION FORM** |
| **Consent**I authorise and consent to the Company (or an Agent of the Company) carrying out employment checks and verifying information provided (on my CV, application or other information provide); including taking out references, checking employment history and any gaps in employment, obtaining credit checks and/or other checks as may be required by the Company (e.g. DBS checks). I release the Company and any referees from any liability caused by giving and receiving information.**Please confirm your consent here by ticking the box [ ]**  |
| **Signature:** |  | **Name:** |  |
|  |  | **Date:**  |  |

**Thank you for your application and for your interest in the Company.**

**We will respond to your application as soon as possible.**