

ORGANISATION Application Form

Data Protection Act 1998

Any data about you will be held confidentially and will only be used for recruitment to the post below, and for employment monitoring purposes, though this data will be kept anonymous. If you are unsuccessful, your application will be destroyed after 12 months and if you are successful, the relevant information will be kept as part of your employee file.

Position applied for _____

Date _____

Name _____

Please use the space below to describe how your experience, skills, knowledge and qualities make you suitable for appointment to this post. Please use sub headings according to the selection criteria in the person specification provided in this pack.

Example Only

Please continue on a separate sheet if necessary

Qualifications / Training

Schools, Colleges, University etc.:

Qualification/results	Institution

Other relevant training / qualifications:

Course	From	To	Details

ORGANISATION Application Form

Current professional membership

Membership	Body

Please continue on a separate sheet if necessary

Employment

Present or most recent employer: (if appropriate)

Name and address of employer

Dates employed

Your Job Title

Summary of duties and record of achievements in your current role

Current / most recent salary

Reason for leaving

Notice Required

From:		To:	

Other employment / experience (most recent first)

Please include experience relevant to this post together with a record of results and achievements.

Name and address of employer

Dates employed

Your Job Title

Summary of duties and record of achievements in your current role

Reason for leaving

From:		To:	

Please continue on a separate sheet if necessary

ORGANISATION Application Form

Personal details form

Post applied for Date of Application

Surname First Names:

Title: Miss/Mr/Mrs/Ms (Other - please specify)

Address

Post Code

Telephone no. Home Mobile

Personal Email

If you are not available on your personal contact details, please provide us with alternative numbers/email and let us know if we need to be discreet:

Do you need a work permit to work in the UK? Yes No

Please give dates of when you are unable to attend interview. We cannot undertake to avoid these dates but will try to do so.

Please tell us below what access arrangements, if any, would be needed if you are invited to interview.

Referees (one should be your current or most recent employer)

Please note that any job offer is subject to satisfactory references. We will only seek references for the successful candidate unless otherwise advised.

	Referee 1	Referee 2
Name		
Job Title		
Address		
Post Code		
Email address		
Tel no.		