

Standard Job Application Form

You must ensure that you complete all sections of the application form and please do not leave any gaps. If you feel that you have further information relevant to your application which you would like us to know, please use a separate sheet of paper.

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| **Personal Details** | |
| Position applied for: | |
| Forename: | Surname: |
| Address: | |
| Postcode: | NI number: |
| Landline/Mobile: | email: |

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| **Education** | |
| Schools attended: | Qualifications attained\*: |
| Colleges/Universities Attended: | Qualifications attained\*: |

\*relevant to your work

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| **Training** | |
| Courses attended: | Qualifications attained\*: |

\*relevant to your work

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| Please give details of any membership of any technical or professional bodies: |
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| **Employment History** | Beginning with your most recent employment please provide details of your previous employment history (please explain any gaps). |
| From: dd/mm/yy  To: dd/mm/yy | Employer’s name: |
| Job title: |
| Duties: |
| Reason for leaving: |
| From: dd/mm/yy  To: dd/mm/yy | Employer’s name: |
| Job title: |
| Duties: |
| Reason for leaving: |
| From: dd/mm/yy  To: dd/mm/yy | Employer’s name: |
| Job title: |
| Duties: |
| Reason for leaving: |
| From: dd/mm/yy  To: dd/mm/yy | Employer’s name: |
| Job title: |
| Duties: |
| Reason for leaving: |
| From: dd/mm/yy  To: dd/mm/yy | Employer’s name: |
| Job title: |
| Duties: |
| Reason for leaving: |
| If you are currently employed, how much noticed do you need to give your employer in order to terminate your employment? | |
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| **Knowledge, Skills and Experience** – Please tell us how you meet the requirements in the person specification. | |
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| **References** - Please supply two references, preferably from your last two employers. If you do not have two previous employers, then you may provide personal references but they must not be from family or close friends. | |
| Name of Organisation: | Name of Organisation: |
| Address: | Address: |
| Postcode: | Postcode: |
| Referee’s name: | Referee’s name |
| Are we able to approach the above referee for a reference before an offer of employment is made? YES/NO | Are we able to approach the above referee for a reference before an offer of employment is made? YES/NO |

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| **Criminal record** |
| This position is not exempt from the Rehabilitation of Offenders Act 1974. Please provide details of any criminal convictions, except any which are ‘spent |
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| **Declaration** - I confirm that the above information supplied by me is a true, accurate and factual representation. I also declare that any CV submitted with this application is also a true, accurate and factual representation.  I understand that if I have lied or misled you in any way, any offer of employment will be withdrawn or my employment terminated.  I am aware the details provided will be held in confidence by the charity to enable them to assess the application and to help monitor their recruitment and selection process in compliance with current Data Protection legislation. | |
| Signed: |  |
| Date: |  |

**Please advise us if there are any special circumstances we may need to consider to enable you to attend an interview with us.**

**NB:** The position is subject to the receipt of a satisfactory DBS Certificate. If an offer of employment is made and you are unable to provide us with a satisfactory certificate, after due consideration we may either withdraw our offer or terminate your employment.