**APPLICATION**

**FOR EMPLOYMENT**

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| --- | --- | --- | --- | --- |
| **Application for the post of:** |  | | **Ref No:** |  |
| **Surname/Family Name:** | | | | |
| **Forename(s):** | | **Known as:** | | |
| **Email address:** |  | **Phone Number:** | | |

| **Current Employment** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Name and address of current employer and nature of business** | **Position held, Grade, Full or Part-Time**  **(*if part-time, state weekly working hours)*** | **From**  **DD/MM/YY** | | **To**  **DD/MM/YY** | | **Salary including all allowances** |
|  |  |  | |  | |  |
| **Brief description of main duties/responsibilities:** | | | | | | |
|  | | | | | | |
| **Period of Notice:** |  | | **Weeks/Months:** | |  | |
| **Previous Employment** | | | | | | |
| **Name and address of previous employer and nature of business**  **(most recent first)** | **Position held, Grade, Full or Part-Time**  **(*if part-time, state weekly working hours)*** | **From**  **DD/MM/YY** | | **To**  **DD/MM/YY** | | **Reason for**  **leaving** |
|  |  |  | |  | |  |

| **Education and Qualifications**  **General Education, i.e., GCSE/A/AS/NVQ Level (or equivalent)** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Name of school/college** | **Dates** | | **Subject** | **Grade/Level** | **Date** |
| **From** | **To** |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Further and Higher Education** | | | | | |
| **Name of College/University** | **Dates** | | **Subject** | **Grade/Level** | **Date** |
| **From** | **To** |
|  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Qualifications currently being studied for** | | | | | |
| **Name of College/University/**  **Professional Body** | **Dates** | | **Subject** | **Grade/Level** | **Dates exams to be taken** |
| **From** | **To** |
|  |  |  |  |  |  |

| **Training courses**  **Please list any training or course(s) which you have undertaken relevant to the position applied for and/or specified in the Person Specification** | | |
| --- | --- | --- |
| **Dates and Duration** | **Organising Body/Establishment attended** | **Course title and type of training** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Membership of Professional Bodies e.g., Higher Education Academy** | | | |
| **Professional Body** | **Date Elected** | **Membership Grade & Membership Number or PIN** | **Date Elected** |
|  |  |  |  |

| **Research and Publications - please give brief details of research, publications and consultancies** |
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|  |

| **Supporting Statement**:  **Please set out your relevant experience in relation to the person specification of the post and why you are applying for the job. Relevant experience can include details of paid or unpaid work, committee and club experience/activities and any relevant interests. Highlighting your personal attributes, aptitudes, experience, achievements or research not mentioned elsewhere.** |
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| **Declaration** | |
| I declare that the information given on this application is to the best of my knowledge true and accurate. I understand that any misrepresentation or omission may result in my application not proceeding any further or if appointed render me liable to dismissal.  Please tick the box to confirm the above statement is true | |
| Name: | Date: |

**Please attach this form to your online application through web recruitment. Please use the ‘attach document’ box to do this. This can be found on page 4 of the online application.**

**Please do not email or post this application form. Please make sure that this form plus any other relevant documents you wish to submit have been attached before you submit your completed application through online recruitment. Your application will not be considered without this form.**