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# **Job application form**

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| Job are you applying for: |  |

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| **Contact details** |  |
| Name: |  |
| Address: |  |
| Phone: |  |
| Email: |  |

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| **Education** |  | **From/ to** | **Qualifications** |
| Secondary School/ College: |  |  |  |
| Higher education: |  |  |  |

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| **Employment** | **Employer/ Address/ Job title** | **Start** | **Finish** |
| Present/ most recent employer  Main duties:  Reason for leaving: |  |  |  |

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| --- | --- | --- | --- |
| Previous employment |  |  |  |
| Previous employment |  |  |  |
| Previous employment |  |  |  |
| Previous employment |  |  |  |
| Previous employment |  |  |  |

*We will not contact your present or past employer before an offer of employment is made.*

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| --- | --- |
| Please tell us about any volunteering you have undertaken |  |

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| **Your knowledge and skills** | |
| Please tell us about the knowledge and skills you have learned in work, and in life.  (Please continue on a separate sheet if necessary) |  |

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| **Why you?** | | |
| Please tell us why you think you are the best person for this job? Why should we employ you? Please read the job description and person specification carefully.  (Please continue on a separate sheet if necessary) |  | |
| **Additional information** | | |
| Do you consider yourself to have a disability? | | Yes 🞏  No 🞏 |
| Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process. | |  |

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| **Interview** | |
| Are you available for interview on the dates shown in the recruitment pack? | Yes 🞏  No 🞏 |

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| **References** | |
| Please provide the details of 2 people we can contact for a reference. Please include a phone number, email and say in what capacity you have known this person. One of the referees must be your current or most recent employer. Please indicate whether or not we can make contact at interview stage. | |
| Reference 1 |  |
| Reference 2 |  |
| Can we make contact at interview stage? | Yes 🞏  No 🞏 |

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| **Confirmation** | |
| I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal. | |
| Name |  |
| Signature |  |
| Date |  |