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Application Form

Full Name (Mr, Mrs, Miss, Ms)

Maiden name (if changed in the past 5 years)

Permanent address

Date of birth

Telephone no.

Daytime telephone no.

National insurance no.

Fax/email:

Position applied for.

How did you learn of the vacancy?

Secondary education

Name and address of school	Years of attendance	Examinations taken and grades

Further and higher education

Name and address of college, university or polytechnic	Years of attendance	Examinations taken and grades

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Details of other qualifications gained through training courses undertaken which are not listed overleaf (including professional qualifications and membership of professional institutions)

IT Skills – give brief description of packages used. Please indicate whether knowledge is basic, intermediate or advanced

Current salary £ pa Salary expectations £ pa

Give brief details of your interest and suitability for this position.

Interests – Please give brief details

Permanent employment history

Please start with your most recent employer

Employer's name and address	Dates from/to	Job title and main Responsibilities/achievements	Reason for leaving	Salary on leaving

PLEASE ANSWER THE QUESTIONS BELOW. IF YOU ANSWER 'YES' TO ANY OF THE QUESTIONS WITH A YES/NO OPTION, PLEASE GIVE FULL DETAILS OF THE CIRCUMSTANCES ON A SEPARATE SHEETE OF PAPER ATTACHED TH THE APPLICATION FORM

Have you ever been dismissed or asked to leave a job? (If yes, please give details) Yes/No

Do you have/require a work permit? Yes/No

Please state how many weeks (if any) you have taken for parental leave. Weeks

Have you been convicted of any criminal offences not yet spent under the Rehabilitation of Offences Act 1974, as amended? If yes, please specify the nature and date of the conviction(s) and the relevant sentence(s). Yes/No

Health

Please list any serious illnesses/disabilities from which you have suffered in the last 5 years.

How many days sickness absence have you taken in the last 12 months of employment?

Do you require any help/adjustment for access to interview e.g. use of sign language? Yes/No

Do you smoke? Yes/No

How long is your notice period?

What are the dates of any holiday you have booked?

References

Oral references will be taken before an offer is made. Please give the names of two referees unrelated to you. At least one should be your most recent employer. If you have never been employed you should give details of a teacher or university lecturer.

I declare that the information contained in this form is true and complete. I understand that if any statement is subsequently found to be false or misleading, I may be dismissed.

Signed:

Date



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Equal Opportunities Monitoring

The Society requires all staff to share responsibility for promoting equal opportunities and not to discriminate against any person because of sex, sexual orientation, race, colour, ethnic origin, or disability.

Will you please assist the monitoring of this policy by completing the form below. The information provided will be used for monitoring purposes only.

1. Sex: _____

2. Marital status: _____

3. Date of birth: _____

4. Ethnic origin: _____ 5. Nationality _____

6. Religion: _____

7. Are you disabled? _____

I confirm that the above information is true and authorise its use for monitoring purposes only.

Signed _____

Date _____

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Please return the completed form with the application form.