



APPLICATION FORM (Confidential)

Application for the post of:

Please complete this form clearly using **black ink** and in **block capitals**.

Personal Details

Surname:

Title:

First name(s):

Home address:

Post code:

Tel number (Home):

(Work):

Tel number (mobile):

E-mail address:

Are there any adjustments that may be required should you be invited for interview?
If so please list:

Employment Details

Details of previous employment, most recent first:

| Name and address | Post | From | To | Reason for leaving |
|------------------|------|------|----|--------------------|
| | | | | |

Education and Professional Qualifications

| Secondary Education | Qualification | From | To | Grade |
|--------------------------------|---------------|------|----|-------|
| | | | | |
| Further Education/ Training | | | | |

Additional information

Please state details of experience and other information in support of your application.
Include relevant courses attended and other training experience.
(This statement may be attached as a separate document if preferred).

Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK

Yes / No

If "Yes" please give details:

Rehabilitation of Offenders Act

Have you ever been convicted of any criminal offence? Yes/No

If "Yes" please give details of the conviction(s) and date(s):

This post is exempt from the **Rehabilitation of offenders Act** and disclosure applies. In applying for this post, you are required to disclose the details of all convictions on record i.e. those that happened some time ago and no longer need to be revealed as specified in the Rehabilitation of Offenders Act. You should also give details of any cautions, reprimands or warnings.

Referees

Please enter the names and addresses of *two* referees. One should be your present or most recent employer.

1. Name:
Relationship:
Address:

2. Name:
Relationship:
Address:

Tel number (Home):

Tel number (Home):

Tel number (Work):

Tel number (Work):

Please indicate if your referees can be contacted before interview:

1. Yes/No

2. Yes/No

Data Protection Act- If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via payslips. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify from appointment OR, if appointed, may result in dismissal.

Signature of Applicant:

Date: