**Employment Application Form**

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| Application for the role of:  |  |

1. **Personal details**

|  |  |
| --- | --- |
| Title: |  |
| Surname: |  |
| First name(s):  |  |
| Address: |  |
| Contact no: |  |
| E-mail : |  |

1. **Present or most recent employment**

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| --- |
| Employer’s name and address:Job title: Summary of key responsibilities and duties:Salary:Date of appointment:Notice required: |

1. **Previous Employment and Work Experience**

Please give details of your previous work and voluntary experience entering the most recent first.

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| --- | --- | --- | --- |
| Start & end dates | Employer’s Name and Address  | Job Title & Main responsibilities | Reason for Leaving |
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1. **Education and Qualifications** Qualifications

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| --- | --- | --- | --- |
| Name of School / College / University | From | To | Qualifications gained (state level) |
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1. **Specific information in support of your application**

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| Please explain why you are applying for this job and how your skills, experience and achievements are relevant to the role. Your application will be matched to the job description and employee specification so please refer to these to help identify the skills and experience we are looking for.This section offers you an opportunity to express the relevance of your experience. Where you talk about the skills you have gained remember to give examples of how you have used those skills and what you achieved. This box will expand as you type, but please limit this to no more than three sides of A4 in total for this section. |

1. **References**

Please give the names and addresses of two referees who know you and how you work. One of these should be your present employer/teacher/tutor, if applicable. We will only approach referees if you are offered the role.

|  |  |
| --- | --- |
| Referee 1NameAddress Contact numberEmail How do you know the referee?  | Referee 2NameAddress Contact number Email How do you know the referee?  |

1. **Criminal Convictions**

|  |  |
| --- | --- |
| Do you have any criminal convictions (including any convictions outside the UK) other than any treated as spent under the provisions of the Rehabilitation of Offenders Act 1974?  |  |
| If, yes, please state the dates and nature of these convictions  |  |

1. **Declaration**

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| By signing or emailing this application, I confirm that:* the information I have given is to the best of my knowledge complete and accurate;
* I understand that incorrect statements may lead to withdrawal of a job offer or dismissal from employment;
* I am eligible to work in the UK and following any job offer, I agree to provide my national insurance number and copies of passport and driving licence.
 |
| **Signature** | **Date** |

Please return this completed form to recruitment@harewood.org