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| Private & Confidential | | | | | | |
| Applications are invited from people from all sections of the community, irrespective of their marital status, sexuality, age, gender, disability, race, colour, nationality, ethnicity, national origins, or religion, who have the necessary attributes to carry out the job. | | | | | | |
| Post applied for: |  | | | | | |
| Full name: |  | | | | | |
| Address:  Postcode: |  | | | | | |
| Tel number/s: |  | | | | | |
| Email address: |  | | | | | |
| Do you have a full driving licence? Yes 🞎 No 🞎  If yes, does it have any endorsements, i.e. points? Yes 🞎 No 🞎 | | | | | | |
| QUALIFICATIONS/ EDUCATION | | | | | | |
| Please give details of the **qualifications** you have achieved with details of training providers and dates: | | | | | | |
| Please give details of relevant **short courses** you have attended with details of training providers/ dates: | | | | | | |
| **Work History** | | | | | | |
| Previous employers and contact details | | **From** | **To** | | **Job role and Main Duties** | **Reason for leaving** |
| SUPPORTING INFORMATION (continue on a separate sheet if necessary) Please indicate your reasons for applying for the post. You are also invited here to give any additional information which you wish to have taken into account in support of your application, and to list hobbies, spare time activities, interests, membership of voluntary organisations etc. | | | | | | |
| **REFERENCES**  Please give name, address, telephone number/s and email address of two referees, one of whom should be your present/most recent employer. A minimum of two years must be provided for, including any gaps in employment.  References will be taken up before the interview.  1.  2. | | | | | | |
| Do you have a disability? Yes No  We will make reasonable adjustments to help a person with a disability through the application & selection process and, if successful, to assist you in carrying out the duties of your job. Please see the applicant guidance notes for further information. | | | | | | |
| How did you find out about the post? | | | |  | | |
| DECLARATION |  | | | | | |
| 1. I acknowledge that an appointment if offered will be subject to satisfactory medical clearance. 2. I declare that I have/have not been convicted of any criminal offence spent or otherwise - (the post is exempt from the Rehabilitation of Offenders Act 1974).   Please attach details of any convictions within a sealed envelope marked ‘Confidential’.   1. I confirm that I do not live with anyone who has been disqualified to work with children. 2. I declare that the information given on this form is correct and understand that on appointment any misleading statements or deliberate omissions will be regarded as grounds for disciplinary action.   Signature ………………………………………………….. Date…………………………………. | | | | | | |
|  | | | | | | |
| Shortlisting Date | | | | | | |
| Shortlisted Y/N |  | | | | | |
| Panel members |  | | | | | |
| Date of interview |  | | | | | |
| Comments |  | | | | | |