

**CONFIDENTIAL**

Post for which you are applying:	How did you hear about this vacancy:
	Date of publication (if applicable):

**Personal Details (Block capitals and Handwritten)**

Surname:	First Names:
Mr/Mrs/Miss/Ms:	
Address:	Telephone numbers (including STD code)
	Home:
	Mobile:
	Other:
Postcode:	
Nationality:	Do you hold a full license to drive a car?
	YES/NO
	Details of Endorsements:
Do you require a Work Permit to be employed in the United Kingdom?	Do you own a car?
YES/NO	YES/NO

## Career History (in chronological order)

Name and address of recent and previous employers	From	To	Appointments held and brief description of key responsibilities and salary for most recent position held Brief description of duties and responsibilities	Reason for Leaving

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## Education and Training

Secondary School/College/ University attended	Full or Part-time	From	To	Course(s) taken or currently Studying	Examination results (incl. grades)

## Professional Qualifications

Qualification	Professional Body:	Details of UK registration:	Name and PIN No.

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Other relevant training courses attended:

## References (for external candidates only)

Give names and addresses (and telephone numbers, if possible) of two referees. The first should be your present or most recent employer (or head teacher, if a school leaver). The second should be a personal referee.

1.Recent Employer:

Contact

Company

Address

E-mail:

Tel:

2.Recent Employer:

Contact

Company

Address

E-mail:

Tel:

May we approach them prior to interview?

Reference 1. YES/NO

Reference 2. YES/NO

(Referees will only be contacted if you have been requested to attend for an interview. References are confidential)

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## General Information

Please use this section to explain why you are applying for this post and how your skills and experience relate to the responsibilities of the role:

**(Continue on a separate sheet if necessary)**

Please list your interests or hobbies:

## Medical

Do you regard yourself as disabled?

YES/NO

If YES, do you require special facilities for interview?

YES/NO

If YES, please give details.

No. of days absence through illness in last 12 months:

On how many occasions?

Give details of any medication you are taking:

**Please note that all candidates are treated equally regardless of their age, sex, sexual orientation, marital status, race, ethnic origin, religious belief or disability.**

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## Miscellaneous

Are you related to any staff within the company?

YES/NO

If YES give details:

Have you worked for the company before?

YES/NO

Have you applied for a position with the company before?

YES/NO

If offered the position will you continue to work in any other capacity?

YES/NO

If YES, please give details:

What notice period do you have to give?

## Declaration

To the best of my knowledge the above facts are a true statement of myself. I accept that providing deliberately false information could result in my dismissal.

Signature of Applicant

Date

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**For Company use only**

Date received	
Invite to interview Yes / No	Reject letter date
Interview date	
Offer letter date	Reject letter date

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