

Continue on a separate sheet if necessary

EMPLOYMENT HISTORY (including unpaid work)

Employer's name and address Current or most recent job first	Job title	Salary	Dates From To	

EXPERIENCE

Please summarise the main duties and responsibilities in your current or most recent job as it relates to the person specification

Please explain why you might be suitable for the job. Outline experience from other jobs, main achievements etc

Continue on a separate sheet if necessary. No more than 2 sheets will be considered

REFERENCES

Please give two references, one of whom should be your present or most recent employer.

Please do not give friends or relatives.

Name

Job title

Address

Relationship

Telephone number

Name

Job title

Address

Relationship

Telephone number

May we contact them at this stage?

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OTHER QUESTIONS

Period of notice required by present employer

Do you have a current driving licence?

Do you have use of a car during work hours?

Do you need a permit to work in the UK?

If so, please give details

Please give details of sicknesses and/or absences over the last year

OTHER INTERESTS

Please give brief details of other interests and activities relevant to the person specification

- If any particulars given by you in this application are found to be false or you willfully omit or suppress any material facts if appointed you will be liable for dismissal.
- Any canvassing, direct or indirect, for appointments or contracts with the organization is strictly prohibited and will disqualify candidates.
- We regret that we do not normally acknowledge receipt of applications. Short-listed candidates are normally called for interview within 3/4 weeks. If you do not hear by then, please assume that you have been unsuccessful.

I declare that to the best of my knowledge and belief the information given is correct.

Signed:

Date:

Where did you see this vacancy advertised?

