****

**Application Form - Part 3 - Application**

**1. Current or most recent employment**

|  |  |  |
| --- | --- | --- |
| **Employers Name & Address:** | Date Commenced: |  |
| Date Finished: |  |
| Salary: |  |
| Job Title: |  |
| Notice period required: |  |
| Reason for leaving: |  |
| **Please give a description of the main duties & responsibilities of this post, including your main achievements:** |

 **2. Previous Employment**

Please list (with the most recent at the top) all your previous jobs. Include full time jobs, part-time jobs and voluntary experience. Add extra rows as required.

|  |  |  |  |
| --- | --- | --- | --- |
| **From**(month/year) | **To**(month/year) | **Employer’s Name & Address** | **Position held and reason for leaving** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**3. Education and Training**

Please list your education history, training undertaken or presently taking and qualifications obtained (including specialist in-house training, short courses, professional qualifications etc.). Add extra rows as required.

|  |  |  |
| --- | --- | --- |
| **Institution or place of study** | **Courses Studied** | **Date completed****& title/level if appropriate** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**4. Additional Information in support of your application**

|  |
| --- |
| **Please use this box to outline how you meet the person specification, using examples and why you feel you will be the best person for this job.** |

**5. Special Requirements**

Please give below any further information that is relevant to your application e.g. if your application is for a job share; periods of time when you would be unavailable for interview; if you need permission to work in the UK; any special requirements should you be invited for interview – if for instance you require overnight accommodation, you are a wheelchair user, you are blind or partially sighted etc.

|  |
| --- |
|  |

**6. References**

Please give details of two people, not related to you, who may be approached for references as to your suitability for the post. One should be your present employer (last employer if not currently employed). The second person should be someone who is able to comment on your suitability for the position (preferably through knowledge of your work in a paid or voluntary capacity).

|  |  |
| --- | --- |
| **Name:**  | **Position:**  |
| **Address:**  |
|  |
| **Post Code:**  | **Daytime Tel No:**  |
| **Contact:**  | **email:**  |

|  |  |
| --- | --- |
| **Name:**  | **Position:**  |
| **Address:**  |
|  |
| **Post Code:**  | **Daytime Tel No:**  |
| **Contact:**  | **email:**  |

If you do not wish us to contact either referee without consent, please indicate above. References may be requested prior to interview.

**7. Statement**

**I declare that the information given above is correct and complete at the date of this application**

**Name Date**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_