

PART B

APPLICATION FOR EMPLOYMENT

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| POST APPLIED FOR: |  |
| **DEPARTMENT:**  |   |

EDUCATION AND TRAINING

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| **Qualifications Obtained – Educational & Professional**Original certificates will need to be provided and will be checked during the selection process. |
| **Name of School/ College/University:** | **Subject:** | **Qualification/Level:** | **Grade Obtained:** |
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| **For teaching posts please state the age range of children for which you were trained:**  |  |

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| **Qualifications Currently Being Taken** |
| **Name of School/College/University** | **Subject:** | **Qualification/Level:** | **Date Commenced & Duration of Course:** |
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| **Training Courses Attended or Currently Being Taken****(include any relevant short-courses)** |
| **Title of Training Provider:** | **Course/Qualifications:** | **Duration:** |
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| **Membership of Professional Bodies****(relevant to the position you are applying for)** |
| **Name and Address of Professional Body:** | **Grade of Membership:** | **Membership Number:** |
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EMPLOYMENT HISTORY

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| **Present or Most Recent Employment** |
| **Name & Address of Employer: .** |  |
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| **Nature of Business:**  |  |
| **Job Title:**  |  |
| **Date Started:**  |  |
| **Salary/Wage:** | £ |
| **Notice Required:**  |  |
| **Date Left (if relevant):** |  |
| **State briefly your main duties and responsibilities and your position within the organisation. If you are no longer in this job, please state the reason for leaving:** |
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| **Summary of Previous Employment** |
| Include part-time and temporary posts and previous posts with your present employer. Enter details with your most recent post first. You may attach extra sheets if necessary. For teaching posts please provide information relating to age of pupils and number on role. |
| **Period Employed** | **Name of Employer, Address & Nature of Business** | **Job Held, Grade, Salary/Wage Previous Pay Spine Point** | **Reason for Leaving** |
| **From****Mth/Yr** | **To****Mth/Yr** |
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| **Please explain any break in your continuity of employment:** |
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INFORMATION TO SUPPORT YOUR APPLICATION

**Please refer to ‘Guidance Notes on Filling in Application Form’**

Please support your application by describing what particular experience, skills and abilities you can bring to this job, gained either through work, education, home or voluntary activities.

This is your opportunity to tell us about yourself and why you are applying for this post. Take care to explain what you have done in your present and previous jobs, or outside work and how it is relevant to this post. You may attach extra sheets if necessary, but please do **NOT** include any personal details, **or this will not be forwarded to the selection panel.**

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| **INFORMATION TO SUPPORT YOUR APPLICATION (continued)** |
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| **If the job you are applying for involves driving,** Do you hold a current driving licence? Please ✓Yes [ ]  No [ ]   |
| **Class:**  | (e.g. full, provisional, HGV, etc.) |
| **Have you use of a vehicle?** Yes [ ]  No [ ]  |
| **Job Sharing**If this post is full-time and it has been advertised as being suitable for job-sharing, please tell us whether you areapplying for a full-time post, willing to job-share, or whether you would consider either: (Please ✓)Full Time [ ]  Job Share [ ]  Either [ ]   |
| **If you are offered this job will you have any other paid work?** Please ✓ Yes [ ]  No [ ]    |
| **Are there any dates when you will not be available for interview, e.g. holidays** – Please ✓ Yes [ ]  No [ ]    |
| If yes please state: |  |

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| **Date Received:** |  |
| **Date Acknowledged:** |  |
| **Date References Taken Up:** |  |
| **By Telephone:** |  |
| **In Writing:** |  |
| **Documents relating to the Asylum & Immigration Act, 1996 Checked:** Yes [ ]  No [ ]   |
| **Information from the applicant regarding criminal records Checked:** Yes [ ]  No [ ]   |
| **Documents from the Criminal Records Bureau Checked:** Yes [ ]  No [ ]   |
| **Essential Criteria Checked:** Yes [ ]  No [ ]   |
| **Medical Screening:** Yes [ ]  No [ ]   |
| **Qualifications Checked:** Yes [ ]  No [ ]   |
| **Online Search Satisfactory:**  | Yes [ ]  No [ ]   |
| **Signed:** |  |
| **Date:** |  |

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