



## APPLICATION FORM

Please complete this form legibly and return it on or before the closing date specified in the advertisement.

Late applications will not be considered. **ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL.** Curriculum vitae alone will not be accepted. Candidates must outline clearly how their qualifications and experience meet both the essential and desirable requirements. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

### 1. POSITION APPLIED FOR:

### 2. PERSONAL DETAILS

Surname:	Telephone number (Home):
Forenames:	Telephone number (Mobile):
Title:	Telephone number (Work):
Address:	Postcode:

<b>Do you have the right to work in the UK?</b> Note: the company will require proof of this right before an offer of employment can be confirmed – e.g. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996	<b>Yes</b>	<b>No</b>
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### 3. EDUCATION

From	To	Type of School (i.e. Grammar/ Secondary)	Examinations taken and Qualifications Gained (Specify Grades)



**4. FURTHER/ HIGHER EDUCATION**

From	To	Name of Institution (state if Full or Part Time)	Subjects Taken and Qualifications Gained (Specify Grades or Degree Class Obtained)

**5. MEMBERSHIP OF PROFESSIONAL ORGANISATIONS**

Date Joined	Institute/ Organisation	Grade of Membership (Where appropriate)

**6. EMPLOYMENT RECORD** (Please list chronologically, starting with current or last employer)

Name and Address of Employer and Nature of Business:	From: To:	Job Title: Job Function/ Responsibilities:	Final Salary and Reason for Leaving



## 7. TRAINING

Details of training courses attended and awards achieved, including dates, if appropriate:

## 8. SUITABILITY FOR THIS POSITION

Please detail your suitability for this position under the relevant headings below stating when and where skills and experience were gained.

<b>Criteria 1 - Qualifications/Attainments</b>
<b>Criteria 2 - Skills and competencies</b>
<b>Criteria 3 - Relevant Experience</b>



**Criteria 4** - Name and contact details for the Minister/Vicar of the church you regularly attend

## 9. EQUALITY ACT 2010

If you require any special arrangements to be made to assist you if called for interview, please let us know in advance of the interview.

## 10. REFEREES

Please give the details of two work related referees, including your current or most recent post. Referees will not be contacted without your prior approval.

Name:	Name:
Position:	Position:
Company:	Company:
Address:	Address:
Telephone No.:	Telephone No.:
Nature of Relationship:	Nature of Relationship:

## 11. VERIFICATION OF INFORMATION

I certify that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn.

Signature:

Date: