

APPLYING FOR THE POST

Please complete this application form, together with:

- Your **CV**, which needs to include your employment history in full, your education and qualifications, plus hobbies and other interests which may support your application.
- A **covering application letter** that states in full the reasons for applying for this post and in what ways you believe you match the Job Profile and Person Specification. Please include as much detail as possible on how your experience and skills match the position.

Please return completed application to:

Closing date:

PART A: Personal Details

Surname:	Forenames: <i>Please underline the name you wish to be known by</i>
Title: Mr / Mrs / Miss / Ms / Other	
Address:	
Postcode:	
Date of Birth:	Email:

Please say how you heard about this post:

What period of notice would you be required to give for your current post?

Please state whether there are any adjustments that you may require to enable you to fully participate in the recruitment process (e.g. wheelchair access).

Do you have a full driving license?

Do you have any points on your license? If yes, how many?

Eligibility of Work - should your application be successful, any offer made to you will be subject to the receipt of satisfactory documentation providing your eligibility to work within the UK, as required by the Home Office. If shortlisted, we would ask you to bring the relevant documentation with you on the date of the interview.

PART B: References

Please give the names and addresses (including email if possible) of two persons to whom we may apply for references. One reference should be from someone able to comment on your professional abilities, and the other who can comment on your character in general. Please obtain their permission first.

We expect to take up references before the interview, unless you have indicated otherwise.

Please let us know if there are any references you would prefer us not to contact before the interview.

First reference (work-related):

Name:
Email address:
Address:
Occupation:

Second reference (character):

Name:
Email address:
Address:
Occupation:

Application

I declare that the information supplied by me in this application form and any accompanying papers or correspondence concerning this appointment is true to the best of my knowledge and belief. I agree to undergo a medical examination at any time. I understand that any offer of employment will be subject to all references including Disclosure and Barring Service (DBS) checks and medical proving satisfactory, and that this post commences with a probationary period of 6 months.

For this post, any offer is subject to a Disclosure and Barring Service (DBS) check, in which case, if successful, you will be asked to complete a confidential questionnaire to enable this check to be carried out.

Signature

Date