

**APPLICATION FOR EMPLOYMENT**

Post applied for: \_\_\_\_\_ Reference number: \_\_\_\_\_ / \_\_\_\_\_  
Post APP.FORM

**PERSONAL DETAILS**

Surname:	Other names in full:	Title preferred:
Address:		Telephone: (home) (work)
		Email:
Post Code:	May we contact you at work? YES / NO	

**EDUCATIONAL / PROFESSIONAL QUALIFICATIONS**

Secondary School/College etc. <i>Starting with most recent</i>	Dates		Qualifications gained & level (e.g. GCSE; 'A' Level)	Grade
	From	To		

**MEMBERSHIP OF PROFESSIONAL / TECHNICAL BODY**

Name of Body / Institution	Status of Membership	By exam?	Date Obtained

## OTHER RELEVANT TRAINING COURSES COMPLETED

Organising Body and Title	Brief description of course contents and dates attended

## DETAILS OF EMPLOYMENT

Please give details of your current or most recent employment:

Name of employer:	
Post Held:	Salary / Grade:
Address of employer:	Date of appointment:
	Date of leaving (if applicable):
	Period of notice:
Post Code:	

Brief outline of duties of current or most recent post:

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## PREVIOUS EMPLOYMENT

Name and address of employer	Dates		Position held	Reason for leaving
	From	To		

## ABOUT YOURSELF

Please support your application by relating what particular qualifications, experience and personal qualities you can bring to this job:

*Please continue on a separate sheet if necessary.*

## REFERENCES

Please provide the name and address of two people to whom application for references may be made.

1. Name

Position

Address

2. Name

Position

Address

Post Code:

Post Code

References will be taken up for applicants invited for interview.

## GENERAL INFORMATION

Do you have a current driving licence?

Yes

No

Do you have use of a car?

Yes

No

## DISABLED PERSONS

If short-listed, please indicate any arrangements which would facilitate a more comfortable interview.

*Please specify.*

## DECLARATION

Data Protection Act: In order to recruit to this post the ACE Centre-North will (within the terms of the Data Protection Act 1998) process personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. No other use will be made of information about applicants.

I consent to the processing of personal information in the way described above.

I declare to the best of my knowledge the information given on this form is correct and understand that misleading statements or deliberate omission may be sufficient grounds for cancelling any appointment arising from this application.

I am also aware of and agree to accept the conditions set out in the accompanying information relating to canvassing and provision of information on criminal convictions.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**THANK YOU FOR COMPLETING THIS FORM.**