

School, College & Further Education

Date attended	School / College	Subject	Date obtained	Grade /Level

Higher Education

Date attended	Awarding body / Educational Institute	Professional qualifications, diplomas, degrees etc	Date obtained	Grade /Level

Other Relevant Training / Courses / Qualifications

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Present Employment
Job Title
Salary & Benefits
Date Commenced
Employer's Name & Address
Please give details of duties and responsibilities

Previous Employment – Please give most recent first				
From	To	Name & Address of employer And nature of business	Job title	Reason for leaving

Referees	
Please provide the names of two persons from whom references can be obtained. One should be your present or most recent employer (school/college if a student).	
Name []	Name []
.....
Address	Address
.....
Telephone	Telephone
Email	Email.....
In what capacity does this referee know you	In what capacity does this referee know you

Relevant Experience / Additional Information

Please use this space to explain your reasons for applying for this post, showing how your skills and experience relate to the requirements set out in the job description and person specification. Please use a continuation sheet if necessary.

Have you ever been convicted of a criminal offence?

Yes/No

Please note this post involves working with vulnerable adults and is exempt from the provisions of the Rehabilitation of Offenders Act 1974. You must disclose all convictions whether or not they are "spent". Declaration of a criminal offence will not necessarily stop you from being employed. Should you be offered and take up the job you will be subject to an enhanced Criminal Records Bureau check. Should that check reveal matters that you have not disclosed on this form then your failure to disclose may be viewed as gross misconduct and may lead to summary dismissal.

If Yes then please give the details below (continue on a separate sheet if necessary):

Offence	Name of Court	Date of Conviction	Sentence

1.I declare that the information I have given on this application form is true to the best of my knowledge and belief.

2.I understand that my application may be rejected and/or I may be dismissed if I have given false information or withheld relevant details.

Signature of applicant.....

Name in block capitals.....

Date.....