# APPLICATION FORM

**Post applied for: Administrator**

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| Personal Details |

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| **Surname:** |  | | **Other Names:** |  | |
| **Address:** |  | | | | |
| **Home Number:** |  | | **Work Number:** |  | |
| **Mobile Number:** |  | | **E-mail Address** |  | |
| **Nationality** |  | | **National Insurance Number** |  | |
| **Are you allowed to work in the UK?** | YES | NO | **Do you require a work permit?** | YES | NO |

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| **Most Recent Employment (Paid or Unpaid)** |

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| --- | --- | --- | --- |
| **Name of Organisation:** |  | **Job Title:** |  |
| **Date of appointment:** |  | **Current or Final Salary/wage (if any):** |  |
| **Period of notice required** |  | **Leaving date if now not working:** |  |

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| **Key Achievements:** |
| **Reason for leaving (or for seeking other employment):** |
| **What is your current notice period and are there any other factors that will affect your potential start date.**  ***(Please note this will not unduly affect the short-listing process*)** |

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| **Previous Employment (Paid or Unpaid)** |

Please do not use more than 2 pages for this section

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| **Name of Organisation:** |  | | |
| **Job Title:** |  | | |
| **Date of appointment:** |  | **Leaving date:** |  |
| **Key Achievements** | | | |

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| **Name of Organisation:** |  | | |
| **Job Title:** |  | | |
| **Date of appointment:** |  | **Leaving date:** |  |
| **Key Achievements** | | | |

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| **Name of Organisation:** |  | | |
| **Job Title:** |  | | |
| **Date of appointment:** |  | **Leaving date:** |  |
| **Key Achievements** | | | |

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| **Name of Organisation:** |  | | |
| **Job Title:** |  | | |
| **Date of appointment:** |  | **Leaving date:** |  |
| **Key Achievements** | | | |

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| --- | --- | --- | --- |
| **Name of Organisation:** |  | | |
| **Job Title:** |  | | |
| **Date of appointment:** |  | **Leaving date:** |  |
| **Key Achievements** | | | |

### **Education Training and Professional Qualifications**

#### **Please do not use more than 1 page for this section**

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| **School, College etc.** | **Qualification Obtained** | **Date Obtained** |
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| **Using the job description and person specification as a guide, please outline why you are interested in the post and how your skills and experience meet the criteria for this role.**  *(You may continue on ONE additional page if required)* |
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| Referees |

**Please give the name and address of two referees. Where possible referees should have known you at work/school/college and one referee should be your present or most recent employer (if applicable)**

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| **Name** |  | **Name** |  |
| **Occupation** |  | **Occupation** |  |
| **Address** |  | **Address** |  |
| **Contact number** |  | **Contact number** |  |
| **E-Mail** |  | **E-Mail** |  |

**May we request reference May we request a reference**

**At any time**  **At any time**

**Only after offer of employment**  **Only after offer of employment**

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| **Declaration** |

**In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made. However, if you require a work permit in order to work in the UK please indicate by ticking this box:**

**Please give details of any criminal convictions you have had, excluding any considered “spent” under The Rehabilitation of Offenders Act 1974 (minor motoring offences should be disregarded):**

**To the best of my knowledge the information on the application form and equal opportunities monitoring form is correct.**

***If emailing this document please type your initials and date this section.***

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| **Signature** |  | **Date** |  |