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| Post applied for: | | |
| Surname: | | Title: |
| Forename (s): | |  |
| Address: | | |
|  | | |
| Postcode: | | |
| Telephone No Home: | Telephone No Work (if convenient): | |
| Telephone No Mobile: | E.Mail Address: | |

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| Please state where you saw the advertisement for this post. |
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| A. Education |

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| **Secondary Education:** N.B Appointment will only be confirmed subject to receipt of official certificates in support of below. (Continue on separate pages if necessary) | | | |
| Schools Attended: | | | |
| Address: | | Address: | |
|  | |  | |
|  | |  | |
| Qualification | Subject | | Grade |
|  |  | |  |

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| --- | --- | --- | --- | --- |
| **Further & Higher Education:** | | | | |
| School, College or University Attended: | | | | |
| Address: | | Address: | | |
|  | |  | | |
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| Qualification | Subject | | Date | Grade |
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| --- | --- |
| Technical or Professional Membership/Qualification | |
| Institute | Grade of Membership |
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| B. Employment Details |

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| **Current or Last Employment**  (If you are currently unemployed please give your most recent post with date of finish & reason for this) | | | | | |
| Name & Address of Employer | Position Held | | Date From To | | Grade & Present Salary |
|  |  | |  |  |  |
| Do you have any additional employment which you intend to continue if appointed to this post? Please detail the nature of work and hours. | | | | | |
| Period of notice required or termination date: | | | | | |
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| **Duties & Responsibilities:**  Please give details of your main duties and responsibilities in your present or most recent job. | |
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| C. Previous Appointments |

**Please list most recent first.**

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| --- | --- | --- | --- | --- |
| Name & Address of Employer | Appointment held / Grade and Salary | Date  From To | | Reason for leaving |
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| D. References |

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| Give names, designations and addresses of **TWO** persons, to whom reference maybe made. One should be your present (or most recent) employer, and if you are a recent school leaver, one should be the Head Teacher of your last school. | |
| **Referee 1** | **Referee 2** |
| **Name:** | **Name:** |
| **Position:** | **Position:** |
| **Address:** | **Address:** |
| **Post Code:** | **Post Code:** |
| **Telephone No:** | **Telephone No:** |
| **E-Mail:** | **E-Mail:** |
| **Can this reference be requested prior to interview?** | **Can this reference be requested prior to interview?** |
| N.B Appointment will only be confirmed subject to satisfactory references. | |

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| E. Additional Information |

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| Please explain how your experience, skills and knowledge meet the requirements of the job you have applied for. |
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| **F. Continuation Sheet** |

Please use this space for any other details you could not complete in the rest of the application form.

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I certify to the best of my knowledge that the information given on this form is correct.

I understand that deliberately giving false or incomplete information would disqualify me from appointment, or in the event of discovery after appointment, make me liable for dismissal.

**Signed**……………………………………………………………………………… **Date**………………..