NewcastleGateshead Initiative

Employment Application Form

Job Title:

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| Personal Details |
|  Personal Details |
| Surname: | Title: |
| Forename(s): |
| Address: |
| Postcode: |
| Telephone No Home: | Telephone No Work (if convenient): |
| Telephone No Mobile: | Email Address: |

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| Please state where/how you heard about this role: |

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| A. Education – please use the Continuation Sheet if necessary. N.B Appointment is subject to receipt of official certificates in support of qualifications listed below. |

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| Secondary Education – Schools Attended:  |
| Name: | Address: |
| Qualifications Achieved: | Subject | Grade |
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| Name: | Address: |
| Qualifications Achieved: | Subject | Grade |
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| Further & Higher Education – Colleges or Universities Attended:  |
| Name: | Address: |
| Qualifications Achieved: | Subject | Date | Grade |
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| Name: | Address: |
| Qualifications Achieved: | Subject | Date | Grade |
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| Technical or Professional Membership/Qualifications:  |
| Institute: | Grade of Membership/Qualifications: |
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| Continuing Professional Development: please provide details of any recent/significant CPD activities.  |
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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: |
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| Period of notice required or termination date: |
| Duties & Responsibilities:Please give details of your main duties & responsibilities in your present or most recent role.  |
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| Do you have any additional employment which you intend to continue if appointed to this post? Please detail the nature of work and hours. |

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| C. Previous Appointments – please list most recent first |

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| Name & Address of Employer: | Position Held: | Salary: | Date: From: To: | Reason for Leaving: |
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| D. References N.B Appointment will only be confirmed subject to satisfactory references |

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| Give names & addresses of TWO persons, to whom reference maybe made. One should be your present (or most recent) employer. |
| Referee 1 | Referee 2 |
| Name: | Name: |
| Position: | Position: |
| Address: | Address: |
| Post Code: | Post Code: |
| Telephone No: | Telephone No: |
| Email: | Email: |
| Can this reference be requested prior to interview? | Can this reference be requested prior to interview? |
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| E. Additional InformationPlease use the job description included in the application pack to explain how your experience, skills and knowledge meet the requirements of this role. |

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| F. Continuation SheetPlease use this space to provide further information relating to your application (or if there is insufficient space in any section of this 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**……………………………………….