



1 - DETAILS OF POST APPLIED FOR

Name of Employer

Position Applied For

Job Reference

1.1 - PERSONAL INFORMATION

Title

First Name

Last Name

Address (Street Name)

Town/City

County

Post Code

Home Phone

Mobile Phone

Email Address

Country of Birth

Nationality

National Ins No.

Do you have the right to work in the UK?

☐

Yes - If YES and you have a work permit, give date it expires

☐

No - If NO, please specify circumstances

Do you consider yourself to have a disability that you wish to declare whilst making this application?

☐

Yes

☐

No

Are there any special arrangements that you wish to request should you be invited to interview?



2 - EMPLOYMENT HISTORY (1)

Please detail your career history, including any voluntary and unpaid work (multiple entries allowed)

Name of Institution

Position Held

Address (Street Name)

Town/City

County

Post Code

Period (From)

Period (To)

Hours

Responsibilities and Achievements

Salary and Benefits

Reason for Leaving



2 - EMPLOYMENT HISTORY (2)

Please detail your career history, including any voluntary and unpaid work (multiple entries allowed)

Name of Institution

Position Held

Address (Street Name)

Town/City

County

Post Code

Period (From)

Period (To)

Hours

Responsibilities and Achievements

Salary and Benefits

Reason for Leaving



2 - EMPLOYMENT HISTORY (3)

Please detail your career history, including any voluntary and unpaid work (multiple entries allowed)

Name of Institution

Position Held

Address (Street Name)

Town/City

County

Post Code

Period (From)

Period (To)

Hours

Responsibilities and Achievements

Salary and Benefits

Reason for Leaving



2 - EMPLOYMENT HISTORY (4)

Please detail your career history, including any voluntary and unpaid work (multiple entries allowed)

Name of Institution

Position Held

Address (Street Name)

Town/City

County

Post Code

Period (From)

Period (To)

Hours

Responsibilities and Achievements

Salary and Benefits

Reason for Leaving



2 - EMPLOYMENT HISTORY (5)

Please detail your career history, including any voluntary and unpaid work (multiple entries allowed)

Name of Institution

Position Held

Address (Street Name)

Town/City

County

Post Code

Period (From)

Period (To)

Hours

Responsibilities and Achievements

Salary and Benefits

Reason for Leaving



2 - EMPLOYMENT HISTORY (6)

Please detail your career history, including any voluntary and unpaid work (multiple entries allowed)

Name of Institution

Position Held

Address (Street Name)

Town/City

County

Post Code

Period (From)

Period (To)

Hours

Responsibilities and Achievements

Salary and Benefits

Reason for Leaving



3 - GAPS IN EMPLOYMENT

1 - Date Range

Reason for Gap

From:

To:

2 - Date Range

Reason for Gap

From:

To:

3 - Date Range

Reason for Gap

From:

To:

4 - Date Range

Reason for Gap

From:

To:

5 - Date Range

Reason for Gap

From:

To:

6 - Date Range

Reason for Gap

From:

To:

7 - Date Range

Reason for Gap

From:

To:

8 - Date Range

Reason for Gap

From:

To:

9 - Date Range

Reason for Gap

From:

To:



4 - EDUCATION AND QUALIFICATIONS

Courses/Subject Taken and Examination Results or Award and Date

| | | |
|---------------------------------|----------------------------|----------------------|
| 1 - Duration (From - To) | Name of Institution | Date Passed |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | | |
|----------------------|----------------------|----------------------|
| Qualification | Subject | Grade |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | | |
|---------------------------------|----------------------------|----------------------|
| 2 - Duration (From - To) | Name of Institution | Date Passed |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | | |
|----------------------|----------------------|----------------------|
| Qualification | Subject | Grade |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | | |
|---------------------------------|----------------------------|----------------------|
| 3 - Duration (From - To) | Name of Institution | Date Passed |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | | |
|----------------------|----------------------|----------------------|
| Qualification | Subject | Grade |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | | |
|---------------------------------|----------------------------|----------------------|
| 4 - Duration (From - To) | Name of Institution | Date Passed |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | | |
|----------------------|----------------------|----------------------|
| Qualification | Subject | Grade |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | | |
|---------------------------------|----------------------------|----------------------|
| 5 - Duration (From - To) | Name of Institution | Date Passed |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | | |
|----------------------|----------------------|----------------------|
| Qualification | Subject | Grade |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | | |
|---------------------------------|----------------------------|----------------------|
| 6 - Duration (From - To) | Name of Institution | Date Passed |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | | |
|----------------------|----------------------|----------------------|
| Qualification | Subject | Grade |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | | |
|---------------------------------|----------------------------|----------------------|
| 7 - Duration (From - To) | Name of Institution | Date Passed |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | | |
|----------------------|----------------------|----------------------|
| Qualification | Subject | Grade |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | | |
|---------------------------------|----------------------------|----------------------|
| 8 - Duration (From - To) | Name of Institution | Date Passed |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

| | | |
|----------------------|----------------------|----------------------|
| Qualification | Subject | Grade |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |



4 - EDUCATION AND QUALIFICATIONS (cont.)

Courses/Subject Taken and Examination Results or Award and Date

9 - Duration (From - To) **Name of Institution** **Date Passed**

Qualification **Subject** **Grade**

10 - Duration (From - To) **Name of Institution** **Date Passed**

Qualification **Subject** **Grade**

11 - Duration (From - To) **Name of Institution** **Date Passed**

Qualification **Subject** **Grade**

12 - Duration (From - To) **Name of Institution** **Date Passed**

Qualification **Subject** **Grade**

13 - Duration (From - To) **Name of Institution** **Date Passed**

Qualification **Subject** **Grade**

14 - Duration (From - To) **Name of Institution** **Date Passed**

Qualification **Subject** **Grade**

15 - Duration (From - To) **Name of Institution** **Date Passed**

Qualification **Subject** **Grade**

16- Duration (From - To) **Name of Institution** **Date Passed**

Qualification **Subject** **Grade**



4 - EDUCATION AND QUALIFICATIONS (cont.)

Courses/Subject Taken and Examination Results or Award and Date

17 - Duration (From - To) **Name of Institution** **Date Passed**

Qualification **Subject** **Grade**

18 - Duration (From - To) **Name of Institution** **Date Passed**

Qualification **Subject** **Grade**

19 - Duration (From - To) **Name of Institution** **Date Passed**

Qualification **Subject** **Grade**

20 - Duration (From - To) **Name of Institution** **Date Passed**

Qualification **Subject** **Grade**

21 - Duration (From - To) **Name of Institution** **Date Passed**

Qualification **Subject** **Grade**

22 - Duration (From - To) **Name of Institution** **Date Passed**

Qualification **Subject** **Grade**

23 - Duration (From - To) **Name of Institution** **Date Passed**

Qualification **Subject** **Grade**

24 - Duration (From - To) **Name of Institution** **Date Passed**

Qualification **Subject** **Grade**



4 - EDUCATION AND QUALIFICATIONS (cont.)

Courses/Subject Taken and Examination Results or Award and Date

25 - Duration (From - To) **Name of Institution** **Date Passed**

Qualification **Subject** **Grade**

26 - Duration (From - To) **Name of Institution** **Date Passed**

Qualification **Subject** **Grade**

27 - Duration (From - To) **Name of Institution** **Date Passed**

Qualification **Subject** **Grade**

28 - Duration (From - To) **Name of Institution** **Date Passed**

Qualification **Subject** **Grade**

29 - Duration (From - To) **Name of Institution** **Date Passed**

Qualification **Subject** **Grade**

30 - Duration (From - To) **Name of Institution** **Date Passed**

Qualification **Subject** **Grade**

31 - Duration (From - To) **Name of Institution** **Date Passed**

Qualification **Subject** **Grade**

32 - Duration (From - To) **Name of Institution** **Date Passed**

Qualification **Subject** **Grade**



5 - INTERESTS AND ACTIVITIES

Please provide details of any relevant interests or activities



6 - SUPPORTING STATEMENT

Please add a supporting statement, detailing your reasons for applying for the job, what makes you suitable and any key experience you have that fits the specification



7 - REFERENCES

References may be requested prior to interview. Please provide 2 professional referee(s). One must be your current or most recent employer. If not applicable, please provide a college/university course tutor. Please do not name relatives or people as a referee who are acting solely in their capacity as a friend. When providing a reference from a school or college please ensure the referee listed is a senior person within the school/college with appropriate authority. If the referee is school or college based, the reference should be confirmed by the headteacher/principal

| | | | |
|--|------------------------------|--|----------------------|
| Title | First Name (First Reference) | Last Name | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Name of Employer | Telephone Number | Email Address | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Address (Street Name) | Town/City | County | Post Code |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| In what capacity do you know the referee | | Contact Preferences (please select applicable) | |
| <input type="text"/> | | <input type="checkbox"/> Contact reference an any stage | |
| | | <input type="checkbox"/> Contact referee if I am shortlisted | |
| | | <input type="checkbox"/> Contact me for approval | |

| | | | |
|--|-------------------------------|--|----------------------|
| Title | First Name (Second Reference) | Last Name | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Name of Employer | Telephone Number | Email Address | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Address (Street Name) | Town/City | County | Post Code |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| In what capacity do you know the referee | | Contact Preferences (please select applicable) | |
| <input type="text"/> | | <input type="checkbox"/> Contact reference an any stage | |
| | | <input type="checkbox"/> Contact referee if I am shortlisted | |
| | | <input type="checkbox"/> Contact me for approval | |



8 - DECLARATIONS

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Having a criminal record will not necessarily prevent you from taking up appointment; this will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you not declare any of the above and this is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy.

For more guidance, please visit: www.gov.uk or www.hub.unlock.org.uk

Do you have any convictions or cautions that would not currently be filtered by the Disclosure and Barring Service (DBS)? ☐ Yes

☐ No

You do not need to disclose reprimands, final warnings or youth cautions or anything that would be filtered by the DBS.

It is a criminal offence for barred individuals to seek, or to undertake, work with children.

If you have answered 'YES' to the above and are called to interview, the employer will require you to provide further details at the interview stage. This will be managed in confidence directly by the employer.

☐ *I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in legal action. I understand that my application form will be retained on file and give my consent for the personal data supplied to be used for the purposes of recruitment and selection.*

Date:

Signed: