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## APPLICATION FOR EMPLOYMENT

Application for the post of:

### PERSONAL DETAILS

Title:	Surname:	Forename(s):
Address:		
Post Code:		
Telephone (Day):	(Evening):	
Mobile:		
Email:		

### EDUCATION DETAILS

Qualifications

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**EMPLOYMENT DETAILS**

<b>Present or Last Employment</b>		
Position held & brief description of responsibilities:		
<b>Start Date:</b>	<b>Salary:</b>	<b>Leave Date (if applicable):</b>
<b>Notice required:</b>		
<b>Employer's Name and Address:</b>		
<b>Reason for seeking alternative employment:</b>		

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**EMPLOYMENT DETAILS: Previous Employment (please put in date order starting with most recent)**

Job Title and Main Duties	Dates	Salary	Employers Name	Reason for Leaving

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## REFEREES

Please give details of two referees, one of whom should normally be your last employer	
<b>Name:</b>	<b>Name:</b>
<b>Status (e.g. Employer/Colleague):</b>	<b>Status (e.g. Employer/Colleague):</b>
<b>Address:</b>	<b>Address:</b>
<b>Post Code:</b>	<b>Post Code:</b>
<b>Tel:</b>	<b>Tel:</b>
<b>Email:</b>	<b>Email:</b>
<b>May we contact prior to interview?</b>	<b>May we contact prior to interview?</b>

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**ADDITIONAL INFORMATION**

**Please give information below in support of your application, including your knowledge and experience relevant to the position applied for. This information and your cover letter will be used for short-listing.**

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**THE DATA PROTECTION ACT 1998**

Information provided by you on this application form may be copied for use during the recruitment process. Once the recruitment process is completed, the data will be stored for at least six months, and then destroyed. If you are the successful candidate, the relevant information may be taken from this form and used as part of your personnel record.

**CONFIRMATORY SIGNATURE**

I confirm that the information provided by me on this application form is correct and gives a fair representation of my qualifications and work experience. I consent to the use of this information during the recruitment process and during employment, if I am successful.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_