**Application Form**

*Please do not send CV’s - these will be disregarded*

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| **Post applied for** |
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| **Contact Details** | | |
| **First Name/s** |  | |
| **Surname** |  | |
| **Which gender pronouns do you use?** |  | |
| **Phone number** |  | |
| **Email** |  | |
| **Address:** |  | |
| **Where did you hear about this post?** | |  |

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| **Education** | | | | | |
| **School Attended** | **Qualification** | | **Grade** | | **Date** |
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| **Higher Education** | | | | | |
| **Establishment Attended** | **Qualification** | | **Level/ Grade** | | **Date** |
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| **Other Qualifications** | | | | | |
| **Training Provider** | | **Course or qualification** | | **Level/ Grade** | **Date** |
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| **Other Training** | | | | | |
| **Training Provider** | | **Course or qualification** | | **Level** | **Date** |
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| **Professional Memberships** | | |
| **Organisation** | **Status** |  |
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| **Employment Record**  Start with the most recent first. Add or remove blank records as required. | | |
| **Record 1** | | |
| **Employer’s Name** |  | |
| **Contact Person** |  | |
| **Employment Address** |  | |
| **Telephone Number/s** |  | |
| **Position & Title** |  | |
| **Dates of employment** |  |  |
| **Key /Main Responsibilities** |  | |
| **Record 2** | | |
| **Employer’s Name** |  | |
| **Contact Person** |  | |
| **Employment Address** |  | |
| **Telephone Number/s** |  |  |
| **Position & Title** |  | |
| **Dates of employment** |  |  |
| **Key /Main Responsibilities** |  | |
| **Record 3** | | |
| **Employer’s Name** |  |  |
| **Contact Person** |  |  |
| **Employment Address** |  | |
| **Telephone Number/s** |  |  |
| **Position & Title** |  |  |
| **Dates of employment** |  |  |
| **Key /Main Responsibilities** |  | |

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| **Background Information**  **This section is your opportunity to sell yourself as the best person for the job.**  Bearing in mind the detailed job description and the person specification in the Job Pack, tell us in your own words why you believe you are a suitable candidate for this position and what particular qualities and experience you would bring to the post if appointed.  (Please keep this concise and no more than 2 sides of A4 font point 12) |
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| **References**  Please provide a reference for your current or most recent employer and two other additional referees who should not be family members.  References will only be contacted after an offer of a job with us. | | |
| **1) Referees Name** | **Capacity they know you** | **How long have they known you** |
|  |  |  |
| **Referees Address** | **Telephone No/s** | **Email** |
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| **2) Referees Name** | **Capacity they know you** | **How long have they known you** |
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| **Referees Address** | **Telephone No/s** | **Email** |
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| **3) Referees Name** | **Capacity they know you** | **How long have they known you** |
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| **Referees Address** | **Telephone No/s** | **Email** |
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| **Signature** | |
| **Signed** |  |
| **Date** |  |

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| **Equal Opportunities Form**  Please take a minute to complete the anonymous equal opportunities form online at <https://forms.office.com/e/PTmf6KHqSY> |

Please return this application to the person listed in the Job Pack by the deadline stated.

Late applications will not be considered.

We thank you for applying for this post and we will contact you if you are selected for interview.