

Job Application Form

Please complete all sections of the form using black ink or type.

The outside pages of this application form (*which contain your personal details and the equal opportunities information*) will be detached and retained in Human Resources. This ensures that your application is dealt with objectively.

Official use only

Candidate Number

Title of job applied for

Job title	Ref:
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Personal details

Mr/Mrs/Miss/Ms/Dr	First name(s)	Known as
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Surname	N I Number	<table border="1" style="width: 100%; border-collapse: collapse; height: 20px;"> <tr> <td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td> </tr> </table>																			

Previous surname(s)

Address (*Line 1*)

Address (*Line 2*)

Town/city

County

Post code

Telephone numbers

Home	<table border="1" style="width: 100%; border-collapse: collapse; height: 20px;"> <tr> <td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td> </tr> </table>																				Work	<table border="1" style="width: 100%; border-collapse: collapse; height: 20px;"> <tr> <td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td><td style="width: 5%;"></td> </tr> </table>																			

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May we contact you at work? (*Please tick*) Yes No

How can we contact you? (*Please tick*) Telephone Email Mobile

Where did you first see the advertisement for this job? If it was a newspaper, please state which one.

.....

.....

.....

References

Please provide two referees. One of these must be your present or most recent employer, or, for students, your personal tutor or headteacher. The second should, preferably, be a previous employer or someone who can comment on your suitability for this job.

Internal candidates: do NOT complete this section as your line manager will be asked for a reference.

Please let your referees know that you have quoted them and to expect a request for a reference. Please clarify how best to contact them - for example, by letter or email - should you be shortlisted.

Present/most recent employer

(if you have not had previous employment, please provide details of another referee)

Organisation

Name

Role in organisation

Address

.....

.....

Postcode

Phone No.

Email

Preferred method of communication:

Letter Email

In what capacity does the referee know you?

Employer/former employer

Colleague/former colleague or manager but the reference is given on a personal basis

Personal

Previous employer/other

(if you have not had previous employment, please provide details of another referee)

Organisation

Name

Occupation

Address

.....

.....

Postcode

Phone No.

Email

Preferred method of communication:

Letter Email

In what capacity does the referee know you?

Employer/former employer

Colleague/former colleague or manager but the reference is given on a personal basis

Personal

If the referee knows you by a different name, please state:

A reference will normally be taken up from your present/previous employer. Please tick the box if you do not want us to contact your referees without your prior agreement. However, if this job involves working with children, all references will be taken up prior to interview.

Please do not contact my present/previous employer



Job Application Form

CV's will not be accepted in place of pages 3,4,5 and 6

Official use only

Candidate Number

Title of job applied for

Job title

Ref:

Current/most recent appointment

Title of current job

Date started

Current employer

Current salary £

Notice required

Employer address

Permanent or temporary contract Permanent Temporary

Main responsibilities

Job related training

Please give brief details of any relevant training courses attended, excluding further education

Current memberships of institutions/professional bodies

Please state level of membership, i.e. Graduate, Fellow, and membership number

We are committed to equality of opportunity for everyone. To assess whether our Diversity policy is effective we need to monitor it, and to do this we need the information requested below. We can then compare the success rates of different groups at both the shortlisting and appointment stages to ensure that unfair discrimination is not taking place. This will also enable us to comply with our obligations under current legislation.

The information below will be used only for monitoring purposes and not in the selection process. Please tick correct boxes:

Gender: Male Female

Marital Status:

Date of Birth: **Age:**

Ethnic Origin: How would you describe your ethnic origin?

White British
 Irish
 Any other White background

Mixed White and Black Caribbean
 White and Black African
 White and Asian
 Any other mixed background

Asian or Asian British Indian
 Pakistani
 Bangladeshi
 Any other Asian background

Black or Black British Caribbean
 African
 Any other Black background

Chinese or other Ethnic group Chinese
 Any other background

Disability: The Disability Discrimination Act of 1995 made it unlawful for employers to discriminate against their employees who are disabled and places a duty on the employer to make reasonable adjustments to enable the employee to undertake the work. The definition in the Act is "People with disabilities are individuals who have, or have had, a physical or mental impairment which has a substantial and long term effect on his or her ability to carry out normal day to day activities." If you do consider yourself to be disabled under the definition in the Act, please indicate this, even if you do not currently need any adjustments to undertake your job.

Do you consider yourself to have a disability? Yes No

Do you need any special arrangements (e.g. wheelchair access, BSL interpreter) if invited for interview? (Please state)



