

Private and Confidential

Please give a brief description of duties:

Reason for leaving:

Previous Employment

(Please start with the most recent and work backwards, continuing on a separate sheet if necessary)

Position held:

Dates: from to

Name and address of employer:

Please give a brief description of duties:

Reason for leaving:

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Position held:

Dates: from to

Name and address of employer:

Please give a brief description of duties:

Reason for leaving:

Position held:

Dates: from to

Name and address of employer:

Please give a brief description of duties:

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Reason for leaving:

Education Please indicate all qualifications, starting with the most recent

School / College / University	Qualifications gained / subjects and grades

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Reason for Applying

Why do you consider you are a suitable candidate for this position and what motivated you to apply? (continue on a separate sheet if necessary)

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Achievements

Please include any further information including details of your main achievements to date, relevant to this application.

I confirm that to the best of my knowledge and belief the information I have given in support of my application is correct, and I understand that any misleading statement or deliberate omission may result in my dismissal and a claim for damages.

I hereby consent to the processing of sensitive personal data, as defined in the Data Protection Act 1998, involved in the consideration of this application.

Signature.....**Date**.....

The following pages will be detached from your application prior to it being considered as they contain information that is strictly private and confidential.

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Name:
Position Applied For:

References

Please give the names and contact details of two referees whom we can contact to provide information in support of your application. One of these should be your current manager: if you are not in employment, please supply the name of your most recent employer or an academic reference (e.g. tutor or teacher). Please indicate below whether references may be taken up prior to an offer of employment being made and accepted and ensure your referees are aware of this application and also, if you are providing us with their email address, that you obtain your referee's permission.

Current/last employment	Previous employment
Name Address Postcode Telephone Email Position held in relation to applicant Job held by applicant and dates	Name Address Postcode Telephone Email Position held in relation to applicant Job held by applicant and dates
Referee can be contacted prior to offer being made? YES/NO	Referee can be contacted prior to offer being made? YES/NO

Equal Opportunities

We aim to be an equal opportunities employer, and our policy is that job applicants and employees receive equal treatment regardless of race, colour, ethnicity, nationality, disability, age, gender, sexual orientation or marital status, where any of these cannot be shown to be a requirement of the job concerned. Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please answer the following questions. (Tick box where appropriate).

SEX

Male Female Prefer not to say

AGE

16 – 18 Yrs 19 – 25 Yrs 26 – 35 Yrs 36 – 45 Yrs

46 – 65 Yrs 65 Yrs and over Prefer not to say

DISABILITY

Do you consider that you have a disability, as defined in the Disability Discrimination Act 1995?

Yes No Prefer not to say

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If YES, please give brief details of the disability and any adjustments which would need to be made to enable you to carry out the duties listed for this post (continue on a separate sheet if necessary).

If there are any special arrangements which need to be made should you be shortlisted for interview, please contact us to notify us of these.

RACE

Please make sure that you read all the categories and then tick the box that applies to you.

I am:

White: British Irish Any other white background (please state):

Mixed race: White and Black Caribbean White and Black African
White and Asian Any other mixed background (please state)

Asian or Asian British: Indian Pakistani Bangladeshi
Any other Asian Background (please state)

Black or Black British: Caribbean African
Any other Black background (please state)

Chinese or other ethnic: Chinese Any other (please specify)

Prefer not to state:

SEXUAL ORIENTATION

Lesbian/Gay Bi-sexual Heterosexual Prefer not to say

RELIGION

Christian (including C of E/Scotland/Ireland, Catholic, Protestant and all other Christian deominations)

Buddhist Hindu Jewish Muslim Sikh

Any other religion (please state) Prefer not to say

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Rehabilitation of Offenders Act 1974

Applications from ex-offenders are welcomed and will be considered on merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are **not** 'spent' by virtue of the Rehabilitation of Offenders Act 1974.

Have you been convicted of a criminal offence, which is not spent, as defined in the above Act?

YES NO

If yes, please give details of date(s), offence(s) and sentences(s) passed:

Where did you hear about this vacancy?

Thank you for applying.