

APPLICATION FOR EMPLOYMENT

POST APPLIED FOR:
ESTABLISHMENT:

POST REF. NO.

EDUCATION AND TRAINING

Qualifications Obtained – Educational & Professional

Name of School/College/University	Subject	Qualification/Level	Grade Obtained

For teaching posts please state the age range Of children for which you were trained.

Qualifications Currently Being Taken

Name of School/College/University	Subject	Qualification/Level	Date Commenced & Duration of Course

Training Courses Attended or Currently Being Taken (include any relevant short-courses)

Title of Training Provider	Course/Qualifications	Duration

Membership of Professional Bodies (relevant to the position you are applying for)

Name and Address of Professional Body	Grade of Membership	Membership Number

EMPLOYMENT HISTORY

Present or Most Recent Employment

Name & Address of Employer:	Nature of Business:		
Job Title:	Date Started:		
Salary/Wage: £	Notice Required:	Date Left (if relevant):	

State briefly your main duties and responsibilities and your position within the organisation. If you are no longer in this job, please state the reason for leaving:

Summary of Previous Employment

Include part-time and temporary posts and previous posts with your present employer. Enter details with your most recent post first. You may attach extra sheets if necessary. For teaching posts please provide information relating to age of pupils and number on role.

Period Employed		Name of Employer, Address & Nature of Business	Job Held, Grade, Salary/Wage Previous Pay Spine Point	Reason for Leaving
From Mth/Yr	To Mth/Yr			

Please explain any break in your continuity of employment:

INFORMATION TO SUPPORT YOUR APPLICATION

Please refer to 'Guidance Notes on Filling in Application Form'

Please support your application by describing what particular experience, skills and abilities you can bring to this job, gained either through work, education, home or voluntary activities.

This is your opportunity to tell us about yourself and why you are applying for this post. Take care to explain what you have done in your present and previous jobs, or outside work and how it is relevant to this post. You may attach extra sheets if necessary, but please remember **NOT** to include any personal details, **or this will not be forwarded to the selection panel.**

INFORMATION TO SUPPORT YOUR APPLICATION continued

If the job you are applying for involves driving, Do you hold a current driving licence?

Please ✓

Yes No

Class
e.g. full, provisional, HGV, etc.

Have you use of a vehicle? Yes No

Job Sharing

If this post is full-time and it has been advertised as being suitable for job-sharing, please tell us whether you are applying for a full-time post, willing to job-share, or whether you would consider either:

Please ✓

Full Time

Job Share

Either

If you would like to job-share this post but are unsure as to whether this is possible please contact the service concerned. Applications from single job-share applicants will be treated on their merits (see Guidance Notes).

If you are offered this job will you have any other paid work? **Please ✓** Yes No

Are there any dates when you will not be available for interview, e.g. holidays –
Please state: