**Please complete all sections of the form.**

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| **Title of the job applied for:** |  |
| **In the department of:** |  |
| **Job reference:** |  |
| **Closing date:** |  |

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| **Personal details** | | |  | |
| Name: |  | | | |
| Address and postcode: | | | |  |
| Telephone Numbers: | Daytime: |  | | |
| Evening: |  | | |
| Mobile: |  | | |
| Email address: |  | | | |
| Do you require a work permit to work in the UK? Yes  No | | | | |

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| **Present or most recent employer/employment** | | | | |
| Name and address | Position held: |  | Start date: |  |
|  | Brief description of duties: |  | | |
| Current salary: |  | Notice required: |  |

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| **Previous employment (in date order, starting with most recent)**  *Please state all employment and account for any gaps. Failure to do so may result in your application not being considered – particularly if you are applying for a job which is exempt from the Rehabilitation of Offenders Act 1974.* | | | | |
| From | To | Name & address of employer | Position held & brief summary of duties | Reason for leaving |
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| **Essential and desirable criteria**  *The employee specification which was enclosed with this application form gives details of the essential and desirable attributes of our ideal candidate. Please use this opportunity to state clearly how you meet each of the criteria set out in the employee specification and why you wish to apply for this post.* |
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| **Education**  Please tell us about your education, beginning with the most recent. | | |
| From | To | Name of school, college or university |
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| **Educational and professional qualifications**  *You must complete this section and can include relevant training courses and Continued Professional Development.* | | |
| Type of qualification & level e.g. GCSE, NVQ, CPD | Full title of qualification or course | Grade or mark |
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| **Membership of Professional or Technical Bodies** | | | |
| Organisation name | Date | Membership No. | By examination  (Yes/No) |
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| **Voluntary or Unpaid work**  *Please tell us about any voluntary or unpaid work you are currently involved with or have been previously* | | | |
| From | To | Organisation | Role |
|  |  |  |  |

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| --- | --- | --- |
| **Gaps in Employment** | | |
| From | To | Reasons |
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| **Reference details**  *Please give the names and addresses of two people who would be willing to provide a reference concerning your application. One of the referees must be your current/last employer who will be asked specifically about your attendance record* | |
| **First Referee** | |
| Name: |  |
| Relationship to you: |  |
| May we contact prior to interview? | Yes  No |
| Position held by referee: |  |
| Organisation name & address: |  |
| Contact number & email address: |  |
| **Second Referee** | |
| Name: |  |
| Relationship to you: |  |
| May we contact prior to interview? | Yes  No |
| Position held by referee: |  |
| Organisation name & address: |  |
| Contact number & email address: |  |

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| **Driving or car ownership status**  *If the job for which you are applying requires you to drive, please answer the following questions.* | |
| Are you a vehicle owner?  Do you hold a full clean current licence?  If No, please give details of any penalties or endorsements | Yes  No  Yes  No  …………………………………………………………………………...  …………………………………………………………………………...  …………………………………………………………………………… |

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| **Disciplinary Action** | |
| Have you ever been the subject of a formal disciplinary sanction in employment? | Yes  No |
| Are you in the process of on-going disciplinary action in your current employment? | Yes  No |

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| **Attendance Record** | |
| How many days have you been absent from work due to illness over the past two years? |  |
| How many occasions have you been absent from work due to illness over the past two years? |  |

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| **Criminal Convictions**  *Disclosure will not automatically discount you from interview. Barfection Limited will consider all applications on their merits, only taking into account convictions considered to be relevant to the job applied for. The Rehabilitation of Offenders Act 1974 aims to ensure that offenders who have not reoffended for a period of time since their conviction are not unfairly discriminated against when applying for jobs. However, this post is subject to an Enhanced Disclosure and Barring Service check (including a Barred Lists check) and therefore is exempt from the Act.* | |
| Do you have any convictions, cautions, reprimands or final warnings which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? | Yes  No |
| **If you have answered yes, p**lease provide details of your criminal record in the space below. | |

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| **Declaration**  *The details given by me are correct to my knowledge and belief. I understand that canvassing will automatically disqualify my application. I also understand that my application may be rejected, or my employment may be terminated for withholding relevant details or giving false information. This declaration also covers information provided in a CV or other document.* | |
| Signature: | Date: |