

***Application form***

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Vacancy Title:

Please tell us how or where you heard about this vacancy:

1. **Personal details**

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First name:

Last name:

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Address:

Postcode:

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Telephone Number:

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Email address:

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National Insurance No.

Are you free to remain and take up employment in the UK?

Yes

No

You will be required to provide appropriate documentary evidence of this at interview. For examples of acceptable documents please see [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk/)

Disclosure & Barring Service Check

Please note that an application for a criminal record check will be submitted to the Disclosure & Barring Service in the event of this role being offered, as it is exempt from the 1974 Rehabilitation of Offenders Act.

Please ensure you complete the criminal record declaration form which is provided separately.

1. **Education/Qualifications**

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| School (11+) | Study Dates | Qualification and Grade | Date Obtained |
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| College/University | Study Dates | Qualification and Grade | Date Obtained |
|  |  |  |  |
| Ongoing Professional  Development | Study Dates | Qualification and Grade | Date Obtained |
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# Training and Development

Please use the space below to give details of any training or non-qualification-based development which is relevant to the post and supports your application.

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| --- | --- |
| Training Course | Course Details (including length of course / nature of training) |
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Current Membership of any Professional Body/Organisation

Please give details:

1. **Employment History**

Previous Employment: Please include any previous experience (paid or unpaid), starting with the most recent first.

**Current or most recent employer**

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Name of Employer:

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| Postcode: |

Address:

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Position Held:

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Date Started: Date Ended:

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Salary on leaving this post: Notice Period:

Brief description of duties:

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**Previous employer**

Name of Employer:

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| Postcode: |

Address:

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Position Held:

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Date Started: Date Ended:

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Salary on leaving this post: Notice Period:

Brief description of duties:

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**Previous employer**

Name of Employer:

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| Postcode: |

Address:

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Position Held:

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Date Started: Date Ended:

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Salary on leaving this post: Notice Period:

Brief description of duties:

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**Please continue on a separate sheet if necessary**

# Statement

Please outline, with careful reference to the Role Responsibilities and Person Specification, your suitability for the role, and how your experience is relevant to this position. Please give specific examples and continue on an additional sheet if necessary.

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# References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

Reference 1 Reference 2

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| --- | --- |
| Name:  Job Title:  Organisation:  Address:  Contact No:  Email:  How is this person known to you:  Do you wish to be consulted before this referee is approached:  Yes  No | Name:  Job Title:  Organisation:  Address:  Contact No:  Email:  How is this person known to you:  Do you wish to be consulted before this referee is approached:  Yes  No |

We reserve the right to contact any of your other previous employers within the last three years.

# Declaration

Statement to be Signed by the Applicant (Candidates selected for interview will be notified within two weeks of the closing date.)

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered:

I agree that Autograph can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the General Data Protection Regulation (GDPR).

I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.

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Signed:

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Date:

When you return this form by email, you may be asked to sign your application at interview