

It is important that you type or write in black ink when completing the form. You may supply additional material if relevant but unfortunately it is **not** sufficient to only send your Curriculum Vitae. Applications should be returned to the address provided.

Post Applied For: \_\_\_\_\_ Dept: \_\_\_\_\_

Surname: \_\_\_\_\_ Title: (Mr, Mrs, Miss, Ms) \_\_\_\_\_

Forename (s) \_\_\_\_\_

Home Address (including Post Code) \_\_\_\_\_

Tel No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

Work Address (including Post Code) \_\_\_\_\_

Tel No. \_\_\_\_\_ Email: \_\_\_\_\_

May we contact you by telephone  or email  at work (please indicate as appropriate)

Period of Notice at current post: \_\_\_\_\_ Are you over 16 and under 65? Yes  No

National Insurance Number: \_\_\_\_\_

Do you need permission to work in the UK? Yes  No

Are you in good health? Yes  No  if not please state the reasons: \_\_\_\_\_

How many days sickness absence have you taken in the last 2 years? \_\_\_\_\_

Please give your present/last salary and details of any additional overtime or allowances payable.

£ \_\_\_\_\_ per week / month / year

Please note that salary details of appointee may be verified.

**REFERENCES**

Please provide the names and addresses of two referees, (one of whom should normally be your manager/supervisor at your current workplace). Relatives may not be given as referees.

<p>1.</p>       <p>Tel No: Fax No: Email Address:</p> <p>Job Title of the Referee:</p> <p>Relationship to you:</p>	<p>2.</p>       <p>Tel No: Fax No: Email Address:</p> <p>Job Title of the Referee:</p> <p>Relationship to you:</p>
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If you are shortlisted, references may be taken prior to interview. Please indicate  if you **do not** wish us to contact your current employer prior to interview

**EDUCATION AND QUALIFICATIONS**

Secondary School /College/ University	From mth/yr	To mth/yr	Examinations Passed	Grades

**CURRENT AND PREVIOUS EMPLOYMENTS - Please start with the most recent**

Employers Name, address and type of business	Positions held - briefly describe duties	From mth/yr To mth/yr	Reason for leaving

Please state below why you are interested in applying for the post and indicate how your skills, past achievements, experience and personal qualities make you suited to this job.  
You May attach an additional sheet if you wish.

I confirm that all the information given on this form is complete and correct by signing below

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Please note that failure to disclose relevant details or a deliberate attempt to falsify information may lead to dismissal.