|  |  |
| --- | --- |
| |  | | --- | | Personal details | |
| Job Application Form |
| Vacancy Title: |  |
| Please tell us how you heard about this vacancy: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: |  | First Name: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Postcode: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Home Telephone No. |  | Daytime Contact No. |  |

|  |  |
| --- | --- |
| E-mail address: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Driving Licence (if relevant to post applied for)**  Do you hold a full, clean driving licence valid in the UK? | Yes | ☐ | No | ☐ |
| If no, please give details below | | | | |
| Applying for the job Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process The Role | | | | | |
| Please highlight your skills that you feel would be relevant to the post, and tell us why you want the role. | | | | | | |
|  | | | | | | |

1. **Education/Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| School (11+) | Study Dates | Qualification  and Grade | Date Obtained |
|  |  |  |  |
| 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. |

|  |  |
| --- | --- |
| Training Course | Course Details  (including length of course/nature of training) |
|  |  |

**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. Repeat pages where necessary. |

**Current or most recent employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  | |  |  | | --- | --- | | Postcode: |  | |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Date left: |  |

|  |  |
| --- | --- |
| Reason for leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on  leaving this post: |  | Notice Period |  |

|  |
| --- |
| Brief description of duties: |
|  | |
|  | |

**Previous employer**

|  |  |
| --- | --- |
| Name of Employer: |  |

|  |  |
| --- | --- |
| Address: |  |
|  |  |
|  | |  |  | | --- | --- | | Postcode: |  | |

|  |  |
| --- | --- |
| Position Held: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |  | Date left: |  |

|  |  |
| --- | --- |
| Reason for leaving: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on  leaving this post: |  | Notice Period |  |

|  |
| --- |
| Brief description of duties: |

1. **References**

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| --- |
| 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**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 | ☐ | |

**6. Availability**

Holidays Booked:

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| --- |
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Minimum notice needed to work:

|  |
| --- |
|  |

Do you have any restrictions on hours you can work:

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| --- |
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Please tell us if there are any dates when you will not be available for interview

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1. **Declaration**

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| --- |
| **Statement to be Signed by the Applicant**  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 Pavilions Teignmouth CIO can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.* ***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.*** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |
|  |
| As you will be returning this form by email, you will be asked to sign your application at interview | | | |