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| JOB APPLICATION FORM Please complete this Application Form in black ink or type. |



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| Position applied for: | ID No: (For office use only) |

EDUCATION – Please give details of your full time education

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| --- | --- |
| Name of School, College or University | Qualifications |
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Please give details of any other courses attended and qualification, if any, achieved.

|  |  |
| --- | --- |
| Name and place of course | Qualification |
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EMPLOYMENT DETAILS

Please give any details of jobs you have held starting with your present or most recent employer and working backwards-in chronological order. Include in this section any breaks in employment history for example, carer responsibilities, travelling or returning to study; periods of military service, registered unemployment and temporary/voluntary employment. Please provide the duration only; it is not necessary to provide dates.

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| --- | --- |
| Employer’s name, address, type of business, salary and notice required. | Position held, duties, responsibilities and reason for leaving. |
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ADDITIONAL INFORMATION

For this section you can use up to two additional sheets of paper if needed (any more than 2 pages or 4 sides of A4, will be detached and will NOT be considered as part of the application). DO NOT ATTACH YOUR CV.

Describe why you are suited to the position (e.g. personal attributes, relevant experience etc, referring to the job description and/or person specification).

KNOWLEDGE

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# EXPERIENCE

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**EXPERIENCE (continued)**

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# SKILLS

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# PERSONAL ABILITIES

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Do you possess a current full driving licence? YES NO

(If relevant to the post)

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| Please give details of any voluntary organisation, committee, council, or professional bodies with which you are involved: |
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REFEREES

Please give details of two people (not relatives) that we could approach for references, one of which should be your current or most recent employer. Please ensure that you have obtained their permission prior to submission. By completing this section we will assume you have given these referees permission to disclose information about you to us. *Referees will only be contacted for successful candidates.*

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| --- | --- |
| Name: | Name: |
| Job title: | Job title: |
| Address: | Address: |
| Tel No: | Tel No: |
| Capacity in which you are known to the referee: | Capacity in which you are known to the referee: |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Do you agree to this referee  being contacted if an offer  of employment is to be made? | | | | | Do you agree to this referee  being contacted if an offer of  employment is to be made? | | | | |
|  | YES |  | NO |  |  | YES |  | NO |  |

|  |  |
| --- | --- |
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PERSONAL INFORMATION

|  |  |
| --- | --- |
| Last name: (Mr, Mrs, Miss, Ms etc….) | First Name: |
| Address: | Home telephone no: |
| Work telephone no (optional): |
| Mobile no: |
| Email: |
| How did you find out about this post?  (Newspaper advert, Internet, internally, word of mouth etc) | |

DECLARATION

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| Under the Data Protection Act 1998, Groundwork is required to notify applicants and prospective employees on how their data will be processed and used. All of this application form apart from the equal opportunities monitoring form will be retained by Groundwork for a maximum of six months, unless you are the successful applicant for the post, in which case the application form will become part of your employee record. Some of the data you provide is considered to be Sensitive Personal Data under the Data Protection Act i.e. gender, race. This information will be used to assist us with recruitment monitoring. It will be held separately from application forms. It will also be held in computer format.  By signing this form you are giving consent to Groundwork to use this data in the way described above.  *I confirm that the information I have given on this form is correct and complete and that misleading statements may be sufficient for cancelling any agreements made. I confirm I am not subject to immigration control (Asylum and Immigration Act 1996).*  Signed…………………………………………………….  Date……………………………………………………………….  Please ensure that you have read and checked this Application Form thoroughly prior to submission ensuring that you have followed the instructions carefully. |