

**APPLICATION FOR EMPLOYMENT**

Please either type directly onto this form using Microsoft Word or print out and

complete form in black ink

It is essential that you refer to the job description and person specification before completing the application form. Please use a separate sheet of paper where necessary. As this form may be photocopied, please type or write using block capitals for names. All dates must include both month and year MM/YYYY for safer recruitment compliance. **This post is subject to a Basic criminal record check.**

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| --- | --- |
| **Application for Employment as:** |  |

1. **PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Last Name and Title:** |  |
| **Forename:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Email address:** |  |
| **Daytime telephone no:**  **Please indicate if we can contact you at work:** |  |

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| --- | --- |
| **Other Details** | |
| **What is the notice period required in your present post?** |  |
| **Are you eligible to work in the UK?** |  |
| **If Yes please give details**  **(Please note that you will be required to produce evidence of your eligibility if selected for interview)** |  |
| **How did you hear of this vacancy?** |  |
| **Dates not available for interview** |  |
| **If you have a disability and require assistance at the application stage, please indicate how we might support you.** |  |
| **Criminal Convictions**  Have you ever been convicted of a criminal offence? If so please give details of any unspent convictions. Spent convictions under Section 4 (2) of the Rehabilitation of Offenders Act 1974 do not have to be declared. Exclude those defined as “protected” by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). |  |

**Please provide a full history of your employment, continue on a separate sheet if required.**

1. **EMPLOYMENT HISTORY (Current Employers)**

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| --- | --- |
| **Current Post: Organisation Name** | **Current Job Title:** |
|  |  |
| **Employer: Organisation Address** | **Date Started:** |
|  |  |
| **Salary and benefits:** | |
|  | |
| **Brief description of duties and responsibilities** | |
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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous posts (please start with most recent):** | | | | |
| **Job title:** | **Employer:** | **Dates**  **Started**  **MM/YYYY** | **Dates Left**  **MM/YYYY** | **Brief description of duties and responsibilities and reason for leaving** |
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1. **OTHER EXPERIENCE**

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| --- | --- |
| **Please provide details of other experiences that are relevant to this post e.g., voluntary, community etc.** | |
| **Dates (from-to):** | **Activity** |
|  |  |
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1. **GAPS IN EMPLOYMENT/EDUCATION HISTORY**

**Please detail below any gap(s) in employment/education history**

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1. **EDUCATION/TRAINING**

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| --- | --- | --- |
| **Further / Higher education:** | **Dates attended MM / YYYY: (Dates from & to)** | **Qualifications/grade:** |
|  |  |  |
|  |  |  |
|  |  |  |
| **Secondary education:** | **Dates attended MM / YYYY: (Dates from & to)** | **Qualifications (with date)/grade:** |
|  |  |  |
| **Other relevant training, professional qualifications or work related skills** | | |
|  | | |
| **Are you undertaking any course of study at present? (if so, please give details)** | | |
|  | | |
| **Do you have membership of any professional bodies? if so, please give details, including any offices held)** | | |
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1. **ADDITIONAL INFORMATION**

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| **This section will be considered against the person specification as part of the shortlisting process. This is an opportunity for you to provide information on your skill, abilities and experience, required by the person specification that the application form has so far not provided you with an opportunity to display. It is important, therefore that you ensure you translate your experience, knowledge and understanding into written evidence to support your application.** |
| **Please tell us how your knowledge/skills and experience match each of the requirements of the Person specification: (please continue on a separate sheet if necessary)** |
|  |

1. **REFEREES**

**Successful applicants will be asked to provide the names and addresses of two referees, including one from your present or recent employer. Please note that we will need to check your work history over the last 5 years and, if offered employment with us, you will be asked to provide such details as to enable this.**

**References will be sought once a conditional offer letter of employment has been accepted.**

1. **DATA PROTECTION**

In accordance with the Data Protection Act 2018, this form will be used in the recruitment process and may be disclosed to all those who need to see it. This may include third parties, external from the Abbey, and you will be notified of who these third parties may be, if and when necessary. It will also form the basis for the confidential personnel record if you are selected. If you are unsuccessful this form will be destroyed after six months. Your signature on this form indicates you agreement for your data to be processed in accordance with the Act.

**Declaration**

I declare that the information given in this application is to the best of my knowledge correct and complete and I understand that any false statement or withholding of relevant information may result in withdrawing a job offer or termination of employment.

Signature: Date: