



**APPLICATION FORM**

**App Code:.....**

**GUIDELINES TO APPLICANTS**

Please complete this form as accurately and as honestly as you can as it is an important part of our selection process. Read the form carefully and when you are sure you understand what is required, complete it fully answering all questions.

Please complete in black by typing or writing your answers in the space provided in this application form. C.V's will not be accepted. Applications should be returned to the office named on the advertisement or Web Site and by the closing date indicated. E mailed applications will be accepted but signed copies must be forwarded.

<b>VACANCY APPLIED FOR</b>	
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**1. PERSONAL DETAILS**

<b>SURNAME :</b>		<b>FORENAMES:</b>	
<b>TITLE:</b>	<b>MR / MRS / MISS / MS / OTHER (delete):</b>		
<b>NATIONAL INSURANCE NUMBER:</b>			
<b>FULL POSTAL ADDRESS:</b>			
	Post Code:		

<b>TELEPHONE NUMBER: HOME</b>		<b>DAYTIME</b>	
<b>MOBILE NUMBER:</b>			
<b>E-MAIL ADDRESS:</b>			
<b>PERIOD OF NOTICE REQUIRED/AVAILABILITY</b>			
<b>DO YOU HAVE THE USE OF A CAR?</b>	<b>YES / NO</b>	<b>DO YOU HAVE A FULL DRIVING LICENCE?</b>	<b>YES / NO</b>
<b>WHERE DID YOU LEARN OF THIS VACANCY</b>			

<b>HAVE YOU PREVIOUSLY BEEN INTERVIEWED FOR A POST WITHIN TALENT 4 LIFE?</b> <i>(IF 'YES' PLEASE STATE THE POST INTERVIEWED FOR AND DATE)</i>	<b>YES / NO</b>



### 3. EMPLOYMENT HISTORY

#### CURRENT/MOST RECENT EMPLOYER

<b>Organisation</b>		<b>Position Held</b>	
<b>Address</b>		<b>Postcode</b>	
<b>Date Appointed</b>		<b>Date left</b>	
<b>Salary and benefits</b>			
<b>Reason for Leaving</b>			

Please give a brief description of the main responsibilities, duties and achievements in your current/most recent post.

*Use additional sheet if required*

#### PREVIOUS EMPLOYMENT

Please start with the most recent and include any unpaid or voluntary work you may have undertaken.

<b>Employer</b>	<b>position</b>	<b>from</b>	<b>to</b>	<b>Reasons for Leaving</b>

#### 4. REASONS FOR APPLYING AND/OR ADDITIONAL INFORMATION

Please explain why you are interested in this post. Use this opportunity to say how your skills, knowledge and previous experience are relevant to this post and how they meet the criteria (available on the Website). You may also highlight any other information which you consider relevant to this application and not already included, for instance achievements in education and leisure.

Please limit your information to this sheet if possible

## 5. GENERAL

### CRIMINAL CONVICTIONS

Have you ever been convicted of a criminal offence (other than a spent conviction under the Rehabilitation of Offenders Act 1974)?                      Yes    No

If 'yes' please give details:

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.....

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*The successful applicant will be required to undergo a full Criminal Records Bureau check.*

### REFERENCES (external applicants only)

Please give the name of two referees which should include your current or last employer.

*(References will be taken up for the successful applicant only)*

Name		Name	
Position		Position	
Organisation		Organisation	
Address		Address	
Telephone Number		Telephone Number	

### DECLARATION

I understand that the information given in my application is correct and complete to the best of my knowledge.

Signed: ..... Date : .....