**RECRUITMENT APPLICATION FORM**

Instructions:

* Please complete sections 1 – 10 of the application form
* Following the submission of your application document, you will be prompted to enter further personal details, name and addresses of 3 referees and equal opportunities monitoring data.

**Section 1 – Position Details**

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**Candidate Name:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Post Title: |  |
| Post Number: |  |

**Section 2 – Education & Qualifications**

|  |  |  |
| --- | --- | --- |
| **Dates** From To | **Name of School/College/University** | **Qualifications**Please indicate grade and date obtained |
|  |  |  |  |

**Section 3 – Technical and Professional Qualifications**

*Please list membership of any professional bodies and any other qualifications held.*

|  |  |
| --- | --- |
| Date of membership/qualification: | Details: |
|  |  |
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|  |  |
|  |  |

**Section 4 – Current or Most Recent Employment**

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| --- | --- |
| Position:  |  |
| Employer: |  |
| Start Date: |  |  End Date: |  |
| Brief description of duties: |  |
| Reason for leaving or wishing to leave: |  |
| Salary: |  £ |  |  |
| Notice Period: |  |

**Section 5 – Previous Employment History**

Please continue on a separate sheet if required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates from/to:(MM/YY) | Position: | Employer: | Brief Description of Duties: | Reason for Leaving |
|  |  |  |  |  |
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**Section 6 – Breaks in Employment History**

*If you have had any breaks in employment please give dates and details of your activity during this time e.g. unemployment, study, family commitments etc.*

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| --- | --- |
| Dates from/to: | Reason for break: |
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|  |  |
|  |  |

**Section 7 – Additional Key Skills**

*Please list details of any other relevant key skills that you feel are relevant to your application e.g. foreign languages, IT skills etc.*

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**Section 8 – Motivations for Application/Salary Expectation**

|  |  |
| --- | --- |
| Please explain your reasons for applying for this role: |  |
| Salary Expectation: |  £ |  |

**Section 9 – Personal Statement**

Please complete a personal statement in the box detailing how you meet the essential and desirable criteria, as set out in the job advert. Please continue on an additional sheet if necessary to provide a separate statement showing a list of publications (where applicable).

Through your personal statement we would like to understand what you have done in your present or previous positions and how this is relevant to the post you are applying for, why you feel that you would suit the role and any key achievements/projects worked on.

|  |  |
| --- | --- |
| **Personal Statement**  |  |
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**Section 10 – Declaration**

I declare all the information on all parts of this application form and in any CV which accompanies it is, to the best of my knowledge, correct. I understand that giving any false information will make my application unacceptable and if, I am appointed, may potentially lead to my dismissal.

|  |  |
| --- | --- |
| I agree with the above statement (signature):  |  Date: |