Application for Employment

Confidential

Please read all instructions and job details carefully prior to completing this form. Please return the completed form by email to [nicolab@cftc.org.uk](mailto:nicolab@cftc.org.uk) by the advertised closing date.

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| **Post applied for:** |
| **Where did you learn of this vacancy?** |

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| **Personal Details** | |
| Surname  Address  Postcode | Mr / Mrs / Miss / Ms / Other  First Name(s)  Telephone  (Mobile)  (Home)  Email address |

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| **Previous Work – Paid or Unpaid** | | | |
| **Name & Address**  **(including county & nature of business)** | **From/To**  **(exact dates)** | **Position** | **Reason for Leaving** |
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| **Education (from Secondary onwards)** | | | | |
| **Name of School, College etc.** | **Dates From/To** | | **Full or Part time** | **Subjects studied**  **(with grades and year taken)** |
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| **Your Skills, Knowledge, Abilities and Experience** | | | | |
| Please use this section to tell us how you feel you meet the requirements of the person specification by responding to each point individually. This may include voluntary work and any other activities, which you consider relevant to this position. Please do not exceed 3 sides of A4 in length.  The job description details the key areas of responsibility.  The person specification details key areas of knowledge, experience and skills, some of which are essential.  Shortlisting for interview will be carried out on the basis of this section, so please make sure you address every point on the person specification. | | | | |
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| References | | | | |
| Please provide the names, addresses and contact numbers of two people who can give an assessment of your suitability for this post. Personal referees are not suitable and you should not give the name of a member of your family. One should be your current or most recent employer. You must also indicate whether they may be approached prior to interview. **Please provide an email address if possible**. | | | | |
| Name: (Present/last employer)  **Address:**  **Postcode**  **Tel No:**  **Email:**  **In what capacity does this person know you?** | | Name:  **Address:**  **Postcode**  **Tel No:**  **Email:**  **In what capacity does this person know you?** | | |
| May we contact them prior to interview?  YES  NO | | May we contact them prior to interview?  YES  NO | | |

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| **Do you have a clean driving licence and access to transport?** YES/NO |

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| Rehabilitation of Offenders Act 1974 |
| Have you any convictions that are not spent under the Rehabilitation Act? YES/NO |
| *(Please see information sheet)* If YES, please give details:  ***This information will not be used to influence the shortlisting process.*** |

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| **What notice is required by your present employer?**  **Or, if not presently employed, when would you be available to start?** |

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| **Declaration** |
| **I DECLARE THAT THE INFORMATION GIVEN IN THIS APPLICATION IS ACCURATE.**  I understand that if I am successful in obtaining this post and any information I have given is later discovered to be incorrect, the appointment can be terminated.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *If you do not sign, your application will not be considered in the shortlisting process. Electronic signatures are acceptable.* |