**Application form for external applicants**

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| Position Applied for: |  |
| Preferred work arrangement: | Full time Part Time Job Share |
| Where did you learn about the role? |  |

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| **Personal Information (confidential)** | |
| Title: |  |
| Name: |  |
| Preferred Pronouns: |  |
| Address: |  |
| Email: |  |
| Telephone Number: |  |
| NI Number: |  |
| Do you hold a current driver’s license?: | Yes  No |
| Do you have current right to work in the UK? | Yes  No |
| If no, please provide details: |  |

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| **Education** | | |
| Please provide us with your education history here: | | |
| **Institution** | **Qualifications** | **Dates Obtained** |
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| **Employment History** | | | |
| Please provides us with the details of your most current employment | | | |
| **Employer:** |  | **Job Title:** |  |
| **Dates Employed:** |  | **Salary:** |  |
| **Duties and Responsibilities:** (please list your duties and responsibilities in the box below) | | | |
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| **Reason for Leaving:** | | | |

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| **Employment History (Continued)** | | | |
| Please provides us with the details of your employment history | | | |
| **Employer:** |  | **Job Title:** |  |
| **Dates Employed:** |  | **Salary:** |  |
| **Duties and Responsibilities:** (please list your duties and responsibilities in the box below) | | | |
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| **Reason for Leaving:** | | | |

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| **Employment History (Continued)** | | | |
| Please provides us with the details of your employment history | | | |
| **Employer:** |  | **Job Title:** |  |
| **Dates Employed:** |  | **Salary:** |  |
| **Duties and Responsibilities:** (please list your duties and responsibilities in the box below) | | | |
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| **Reason for Leaving:** | | | |

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| **Employment History (Continued)** | | | |
| Please provides us with the details of your employment history | | | |
| **Employer:** |  | **Job Title:** |  |
| **Dates Employed:** |  | **Salary:** |  |
| **Duties and Responsibilities:** (please list your duties and responsibilities in the box below) | | | |
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| **Reason for Leaving:** | | | |

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| **Employment History (Continued)** | | | |
| Please provides us with the details of your employment history | | | |
| **Employer:** |  | **Job Title:** |  |
| **Dates Employed:** |  | **Salary:** |  |
| **Duties and Responsibilities:** (please list your duties and responsibilities in the box below) | | | |
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| **Reason for Leaving:** | | | |

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| **Supporting Statement**  Please write below ways in which you match the job description and why you are interested in the role. You may use an extra page if needed |

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| **References** | |
| Please provide the information of 2 references whom we can obtain either work or character references. One reference should be your most recent employer. | |
| Reference 1  Name:  Organisation:  Title:  Relationship to you:  Email address:  Telephone number:  May we contact this person prior to interview?  Yes  No | Reference 2  Name:  Organisation:  Title:  Relationship to you:  Email address:  Telephone number:  May we contact this person prior to interview?  Yes  No |

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| **Training and Development** |
| Please let us know the details of any training and development you have undertaken which is applicable to the role |
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| **Membership and Professional Bodies** |
| Please let us know the details of any membership you hold of professional bodies |
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| **Unspent** **Convictions** |
| Do you have any unspent convictions?  Yes  No |
| Please tick “Yes” if you have any convictions that are not yet spent under the Rehabilitation of Offenders Act 1974. The term “convictions” is used to refer to any sentence or disposal issued by court. If all your convictions are spent you can tick “No” |

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| **Data Protection** |
| All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The REP will treat all personal information with the utmost confidentiality and in line with current data protection legislation.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices. |
| **Declaration** |
| I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Company being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010). |
| Signature: |