

The Application

Position applied for:

Where did you learn about this vacancy?

Personal details

Title:

Surname:

First Names:

Address:

Postcode:

Daytime contact number:

Evening contact number:

Mobile phone number:

Email address:

National Insurance Number:

Availability

If successful, when could you take up this post?

Notice period required to terminate your present employment (if applicable)

Work permits

Do you require a work permit to undertake full or part-time work in the UK (Yes/No)?

If YES, which visa do you hold?

Secondary School Education Record			
Where studied	Dates (mm/yyyy)		Examinations Taken (with details of results)
	From	To	

Further/higher education record			
Name of Universities/Colleges Attended (f/t or p/t)	Course Title	Qualification obtained	Date (mm/yyyy)

Professional qualifications		
Give dates and results of all professional examinations taken	Results	Date (mm/yyyy)

Employment history	
Present employment	
Job title:	Employer:
Current Salary:	Address:
Employed from:	Employed to:
Please give a brief description of current duties, responsibilities and achievements	

Name of Employer	Dates (mm/yyyy)		Job title & main responsibilities	Salary	Reason for leaving
	From	To			

Personal statement

Please give examples of your achievements, skills and experience, which match those sought in the job description/person specification. You may continue on a separate sheet up to a maximum 2 sides of A4.

Additional Information
Do you have a full and current driving licence (Yes/No)?
<p>Have you been convicted of any criminal offences, which are not yet spent under the Rehabilitation of Offenders act 1974 (Yes/No)?</p> <p>If Yes, please provide details below (continue on separate sheet if necessary).</p> <p>N.B. If applying for a position which involves working with children or vulnerable adults ALL convictions/cautions must be declared (regardless of whether deemed as spent).</p> <p><i>Failure to fully declare convictions/cautions may result in cancellation of any job offer.</i></p>

Referees						
<p>Please complete details for two referees (below) who can comment on your work performance. N.B. References are requested only when you have been short listed for interview.</p> <p>Do we have permission to contact your employer prior to job offer (Yes/No)?</p>						
Present employer (or most recent employer)						
<table> <tr> <td>Contact name</td> <td>Job Title:</td> </tr> <tr> <td>Organisation:</td> <td>Phone :</td> </tr> <tr> <td>Address:</td> <td>E-Mail:</td> </tr> </table>	Contact name	Job Title:	Organisation:	Phone :	Address:	E-Mail:
Contact name	Job Title:					
Organisation:	Phone :					
Address:	E-Mail:					
Previous employer (within the last 5 years)						
<table> <tr> <td>Contact name:</td> <td>Job Title:</td> </tr> <tr> <td>Organisation:</td> <td>Phone:</td> </tr> <tr> <td>Address:</td> <td>E-Mail:</td> </tr> </table>	Contact name:	Job Title:	Organisation:	Phone:	Address:	E-Mail:
Contact name:	Job Title:					
Organisation:	Phone:					
Address:	E-Mail:					

Absence from Work

Please note that the information given in this section will not be used for short-listing purposes. However, you may be asked further questions at interview. Your referees will be asked to confirm the information provided in this section.

Number of days absent from work due to sickness in the last 3 years:

Number of occasions absent from work due to sickness in the last 3 years:

Please use the space below to provide details on any gaps in your employment plus any non-work related history. Please feel free to add any additional information you consider would be relevant to support your application for this particular post.

Declaration

For the purposes of the Data Protection Act 1998, I consent to the information contained in this form, and any information received by or on behalf of Just Different relating to the subject matter of this form, being processed by them in administering the recruitment process.

I declare that all the information on this application form is true and correct at the time of writing.

Name

Signature

Date

All candidates applying for employment via email will be required to sign and date this form if invited to attend an interview.