

**APPLICATION FORM**

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| APPLICATION FORM | | | |
| Application for an appointment as |  | | |
| Are you applying as a Job Share? | Yes/No | | |
| Last Name |  | Title |  |
| First Name(s) |  | | |
| Please list all names used previously |  | | |
| Address |  | | |
| Telephone No |  | | |
| E-mail |  | | |
| Previous address if less than three  years at present address |  | | |

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| Name and address of current employer |  |
| Job Title |  |
| Current Salary |  |
| Start Date |  |
| Notice required |  |

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| Educational Establishment(s)  Dates and details of relevant qualifications | From | To | Qualification(s) | Grade(s) |
|  |  |  |  |  |

**TRAINING COURSES UNDERTAKEN (include level where appropriate)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Title | Provider | Duration | Level | Date(s) |
|  |  |  |  |  |

**PROFESSIONAL MEMBERSHIP**

|  |  |  |
| --- | --- | --- |
| Name of Professional body | Grade of membership and whether by examination | Date |
|  |  |  |

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| **DETAILS OF PREVIOUS PAID OR UNPAID WORK** | | | | | |
| Please list the most recent first | | | | | |
| Employer | From  dd/mm/yy | To  dd/mm/yy | Job Title | Salary | Reason for Leaving |
|  |  |  |  |  |  |
| If you have had any breaks in employment since leaving school, please give details of these | | | | | |
|  | | | | | |
| How many periods of sickness absence have you had over the last two years? | | |  | | |
| How many days in total? | | |  | | |

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| Please tell us why this position interests you? |
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| **RELEVANT EXPERIENCE**  In support of your application please use this section to explain how your skills, experience and knowledge make you a suitable candidate for the post.  This could include voluntary work, leisure interests and other interests or activities which you consider relevant to the position.  (Please demonstrate clearly how you meet the requirements of the job description and person specification).  Do **not use** more than two sides of A4. |
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| **RELEVANT EXPERIENCE (continued)**  In support of your application please use this section to explain how your skills, experience and knowledge make you a suitable candidate for the post.  This could include voluntary work, leisure interests and other interests or activities which you consider relevant to the position.  (Please demonstrate clearly how you meet the requirements of the job description and person specification).  Do **not use** more than two sides of A4. |
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| Please give details of two persons or companies to whom references may be made, one should be your current employer or, if you are unemployed, your last employer, if applicable | |
| Name |  |
| Post/Role |  |
| Relationship to Applicant |  |
| Organisation |  |
| Address |  |
| Telephone No |  |
| E-mail address |  |
|  |  |
| Name |  |
| Post/Role |  |
| Relationship to Applicant |  |
| Organisation |  |
| Address |  |
| Telephone No |  |
| E-mail address |  |

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| Have you any criminal convictions, unspent or pending? | | Yes/No |
| Do you need a work permit to work in the UK? | | Yes/No |
| I certify that, to the best of my belief, the information I have provided is true and I understand that any false information or failure to disclose criminal convictions will result, in the event of employment, in disciplinary investigation and is likely to result in dismissal. | | |
| **Signed** | **Date** | |
| I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations in accordance with the Data Protection Act 1998. | | |
| **Signed** | **Date** | |

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| **RECRUITMENT MONITORING INFORMATION** | | | |
| Post Title |  | | |
| Last Name(s) |  | First Name(s) |  |
| Date of Birth |  |  | |
| The CLD Trust is committed to ensuring that applicants are selected for appointment on the basis of their abilities relevant to the job. Completion of this section will help us to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only and this selection will be detached from your application form prior to shortlisting. | | | |
| The categories below are in line with the 2001 Census.  I would describe my ethnic origin as:   1. **White 4. Asian or Asian British**   British  Bangladeshi  Irish  Pakistani  Any other white background  Any other Asian background  Please specify Please specify   1. **Black or Black British 5. Chinese**   African  Chinese  Caribbean  Any other black background  **6. Other ethnic group**  Please specify Other ethnic group  Please specify   1. **Mixed**   White and Asian  Female  White and Black African  Male  White and Black Caribbean  Any other mixed background  Married  Please specify Not Married | | | |
| **The information contained on this form will be held on a computer file** | | | |

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| **Before ticking the appropriate box please first read the definition of disability.**  The definition of disability, as outlined in the Disability Discrimination Act 1995, is as follows:  **“A physical or mental impairment which has a substantial and long term effect on a person’s ability to carry out normal day-to-day activities”.**  To be protected under the Act,   * An individual must have an *impairment* which can be physical or mental * It has to be *substantial*, that is something more than minor or trivial * It needs to be *long term*, ie the impairment has lasted or is likely to last in total for at least 12 months or is likely to last for the rest of the life of the person affected   **and**   * It must *affect their day to day activities on a regular basis.*   The effect an impairment may have on day to day activities is defined in the Act as falling within the following categories:-   * Mobility * Manual dexterity * Physical coordination * Continence * Ability to lift, carry or otherwise move every day objects * Speech, hearing or eyesight * Memory or ability to concentrate, learn or understand   Or   * Perception of the risk of physical danger |

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| **I do** consider myself to have a disability as defined by the Disability Discrimination Act 1995 ( as detailed above) |  | **I do not** consider myself to have a disability as defined by the Disability Discrimination Act 1995 (as detailed above) |  |

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| I hereby give my consent for the Recruitment Monitoring Information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **PRO FORMA DISCLOSURE** | | | |
| For the post of |  | | |
| Last Name |  | First Name(s) |  |
| Any name(s) used previously |  | | |
| Date of Birth |  | | |
| Address |  | | |
| *I declare that:*  *I have no previous criminal convictions, “spent” or otherwise; and also no pending court cases. I have never had any complaints of child abuse made against me. I know of no reason why I should not work with children.* | | | |
| **Signed** |  | | |
| **Date** |  | | |