

APPLICATION FOR EMPLOYMENT

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| Position Applied for: | | | |
| Where did you hear about this vacancy? | | | |
| PERSONAL DETAILS | | | |
| Title: | Forenames: | Surname: | |
| Pronoun: | | | |
| Address: | Post Code: | E-mail Address: | |
| Mobile Number: | | Home Tel. Number: | |
| National Insurance Number: | | Driving licence: <i>(Full, clean, UK)</i> | |

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|---|----------------------------------|--|--|
| PRESENT OR MOST RECENT EMPLOYMENT | | | |
| Name of Employer/Company: | | | |
| Address: Post Code: | Job Title: | | |
| | Full or part time role? | | |
| | Number of hours worked per week: | | |
| | Dates From / To: | Current Salary: | |
| Telephone: | | Notice required / date available to start: | |
| Briefly describe your main duties and responsibilities: | | | |
| | | | |
| Reason for leaving | | | |
| | | | |

EDUCATION:

| Secondary School, College/University: | Subjects studied and completed: | Examination result/level if applicable: |
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QUALIFICATIONS AND TRAINING & ONGOING PROFESSIONAL DEVELOPMENT:

| Name of Course/Training | Educational Establishment / Awarding Body | Examination Result or Level if applicable |
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PREVIOUS EMPLOYMENT

| Start date | End date | Employer/company | Position Held and Main Duties | Full or Part Time? (please state hours per week) | Salary | Reason for leaving |
|------------|----------|------------------|-------------------------------|---|--------|--------------------|
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Please give details and an explanation for any gaps in your employment history:

Please detail any other employment that you would continue with should your application be successful:

ADDITIONAL INFORMATION

If the answer is YES to any of the questions below, you are required to provide full details. Please continue on a separate sheet of paper if necessary, headed with the vacancy title and your name.

Have you ever been subject to an internal investigation in respect of theft, fraud or assault? **YES** **NO**
If YES provide details:

Have you ever been dismissed for misconduct of any kind? **YES** **NO** *If YES provide details:*

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Is your employment in the UK subject to any restrictions? **YES** **NO** *If YES provide details:*

Current Driving Licence:
YES
NO
If YES, please provide details of any convictions or endorsements:

Do you have any criminal convictions except those spent under the rehabilitation of offenders Act 1974?
YES
NO
If YES, please provide details:

Do you have any pre-booked holidays?
YES
NO
If YES, please state dates:

Disclosure and Barring Certificate *Delete if not applicable

The position to which you are applying is subject to an enhanced DBS Certificate

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|---|--|--|--|
| Do you have a DBS certificate? If yes, what is its issue date? | | If you have a disclosure, is this standard or enhanced? | |
| Have you registered for the online DBS update service? | | Do you give permission for us to access your online DBS information? | |

If you have a disability, are there any arrangements which we can make for you if you are called for an interview and or / work-based exercise?

YES
NO
If YES please specify, (e.g. ground floor venue, sign language, interpreter, audio loop, etc)

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SUPPORTING INFORMATION

Referring to the Job Description and Person Specification provided, please use this section to supply further information in support of your application. This needs to be related to the requirements of the job and should cover the experience, skills, knowledge and personal qualities which you consider make you suitable for the job and your reason for applying (maximum of 2 sides of A4).

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REFERENCES

Please give the names and addresses of 2 referees, one of whom must be your present or most recent employer or school/college if you were a student from whom we can obtain both character and work experience references. **Referees must not be related to you, or writing solely in the capacity of a friend.** Any offer of employment will be made subject to satisfactory references.

| CURRENT OR MOST RECENT EMPLOYER | | PREVIOUS EMPLOYER | |
|-------------------------------------|--|-------------------------------------|--|
| Name: | | Name: | |
| Address: | | Address: | |
| Telephone: | | Telephone: | |
| Email Address: | | Email Address: | |
| Occupation/ Relationship: | | Occupation/ Relationship: | |
| May we contact before interview? | YES <input type="checkbox"/> NO <input type="checkbox"/> | May we contact before interview? | YES <input type="checkbox"/> NO <input type="checkbox"/> |

DECLARATION

- I hereby give my consent to the Trust processing the data supplied on this application for the purpose of recruitment and selection.
- I confirm that the above information is complete and correct and that any untrue or misleading information will give the Trust the right to withdraw or terminate any employment contract offered.

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| Signature: | Date: |
| | |

Please email this form to Amy Ruewell, Trust Administrator: admin@sharphamtrust.org or post to Sharpham House, Ashprington, Totnes, TQ9 7UT.