**EMPLOYMENT APPLICATION FORM**

**CONFIDENTIAL**

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| **Application for the post of** | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| **Applicant's** **details** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Last name | | |  | | | | | | | | | First name | | | |  | | | | | | | | | | | |
| Any other last names | | |  | | | | | | | | | Title | | | |  | | | | | | | | | | | |
| Address |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | | | | Postcode | | | | | | | |  | |
| Day time contact no. | | | |  | | | | | | | | Evening / Mobile no | | | | | | | |  | | | | | | | |
| Email address | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| **Education and qualifications** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Secondary / Further Education** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Establishment  attended | | | | Dates | | | | | | | | Qualification / Grade / Date awarded | | | | | | | | | | | | | | | |
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| **Higher Education**  Such as those leading to graduate status | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Establishment attended | | | | Dates | | | | | | | | Qualification / Grade / Date awarded | | | | | | | | | | | | | | | |
| From | | | | | | To | |
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| **Job related training**  Such as those leading to qualified status and to membership of professional institutions | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Institute / courses studied | | | | | | | | Dates | | | Standard or level achieved and date awarded | | | | | | | | | | | | | | | | |
| From | To | |
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| **Employment history** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Current employer** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employer’s name | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| Address | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
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| Postcode | | | | | | | | | | | | | | | | | | | | | | |  | | | | |
| Post held | | | | |  | | | | | | | | Date appointed | | | | | |  | | | | | | | | |
| Salary | | | | |  | | | | | | | | Grade | | | | | |  | | | | | | | | |
| Other allowances | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Notice period | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| **Previous experience** (most recent employer first)  **Please include details of gaps in employment here** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Employer’s name and type of business | | | | | | | Post held | | | | | | | Date | | | | | | | | Reason for leaving | | | | | |
| From (MM/YY) | | | To  (MM/YY) | | | | |
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| **Reasons for applying for this post** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Statement in support of application**  Please provide details of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the person specification.  In addition to the relevant experience, skills and abilities in your current and/or past work experience, this could also include any additional relevant voluntary work or unpaid duties you have performed, particularly any positions of responsibility held. Attach a continuation sheet if necessary. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **References**  Please give details below of two people who can provide information that will confirm your suitability for this post. **Where appropriate one person should be your current or most recent employer;** the other should be someone who has known you in a professional capacity. References will not be sought without your consent. . | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **If you are shortlisted, may we contact your current employer for a reference prior to the interview?** | | | | | | | | | | | | | | | | | | | | | | | | | YES | | NO |
| **Present employer** | | | | | | | | | | | | | **Other** | | | | | | | | | | | | | | |
| Name  Position  Address    Tel No *(inc. STD code)*  Email address  Occupation | | | | | | | | | | | | | Name  Position  Address  Tel No *(inc. STD code)*  Email address  Occupation | | | | | | | | | | | | | | |
| Please state whether, to the best of your knowledge, you are related to a senior employee, Trustee or Governor of the College | | | | | | | | | | | | | | | | | | | | | | | | | YES | | NO |
| If YES, please state the nature of relationship and the name of the governor/trustee/senior employee. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name and nature of relationship | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| **Where did you see the advertisement for this post?** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Further information and declaration** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Would you require sponsorship (previously a work permit) to take up this post? | | | | | | | | | | | | | | | | | YES | | | | | | | NO | | | |
| If you were offered the role, when would you be able to start? | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
| I hereby confirm that the information I have given above is true.  I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may lead to my application being rejected or the contract being null and void if I have already been appointed. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Signature of Candidate** | |  | | | | | | | | | | | | | **Date** | | | | | |  | | | | | | |
| **Privacy Notice** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| For information about our Privacy notice, please visit our website.  <https://spurgeons.ac.uk/wp-content/uploads/Documents/Privacy_Notices/Staff-Applicant-Privacy-Notice-Sept-18.pdf> | | | | | | | | | | | | | | | | | | | | | | | | | | | |