Job title:

**Personal Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | First names | | Surname and suffix, if any | |
| Are you, or have you ever been, known by any other name?  (If so, what?) | | | | |
| Address:  E-mail: | | | | |
| Telephone (w) | | Telephone (h) | | Telephone (m) |
| Where did you see this vacancy advertised? | | | | National Insurance No. |

**Current or most recent job summary**

|  |  |  |
| --- | --- | --- |
| Employer (name and address) | | |
| Type of business | | No. of employees |
| Job title (and grade, if applicable) | | Budget/turnover |
| Reporting to (job title) | | |
| Date of appointment | | Current base salary |
| Other benefits | | |
| Period of notice | Available for interview on 24 June 2019? | |

**Referees**

Please supply the names and addresses of two referees. Preferably, one should be related to your current or recent employment and one should be able to vouch for your knowledge, skills and experience as described in the job specification. References will not be taken up without prior agreement.

Name Name

Address Address

Telephone No. Telephone No.

Job Job

**Educational qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| What academic qualifications do you hold?  If shortlisted, you should be prepared to provide proof of any qualifications. | | | |
| Dates | | Name of school, college  and/or university | Major subjects studied, examinations taken  and test results |
| From | To |
|  |  |  |  |

**Professional qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| What professional qualifications do you hold? (indicate if by full/part time or by home study.)  If shortlisted, you should be prepared to provide proof of any qualifications. | | | |
| Dates | | Award giving body  qualifications & level | Major subjects taken, where studied, examinations  taken and results |
| From | To |
|  |  |  |  |

**Previous jobs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please give details of your employment history up to your present job. | | | | | |
| Date started  (m/y) | Date left  (m/y) | Name, location and  business of employer | Job | Final salary | Reason for leaving |
|  |  |  |  |  |  |

**Current or most recent job details**

|  |
| --- |
| Please describe your present or most recent job, indicating to whom you are responsible, and who is responsible to you. What do you consider to have been your major contributions in this job, and why? What are your main responsibilities and objectives? |

**Change**

|  |
| --- |
| Why do you wish to change jobs?  What attracts you to this new job in particular? |

**Interests**

|  |
| --- |
| How do you spend your spare time?  What is important to you outside your work? |

**Job requirements**

|  |
| --- |
| Please set out below how you meet the particular competencies required by this job.  Continue on up to 2 further sheets, if necessary. |

|  |
| --- |
| Are you eligible to work in the UK?  Do you have a driving licence? Full  Provisional  None  Are there any other material fact(s) which should be mentioned? If so, please state. |

|  |  |  |
| --- | --- | --- |
| I confirm that, to the best of my knowledge, the information contained on this form is accurate. | Signature | Date |