Ref No:

**Application Form for Employment**

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| **Position applied for:** |  |
| **Where did you learn about this vacancy?** |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Personal Details (confidential) | | | | | | |
| **Title:** |  | First Name: |  | Surname: | |  |
| **Address:** | |  | | **Home: 🕿** | |  |
|  | |  | | **Mobile: 🕿** | |  |
|  | |  | | **Email:** | |  |
| **Postcode:** | |  | |  | |  |
| **National Insurance Number:**  *(If offered employment you will be required to provide evidence of this)* | | | | |  | |

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| **Do you hold a current driving licence?** *(delete as appropriate)* | **Yes No** |
| **Do you have a current right to work in the UK?**  *(delete as appropriate)* | **Yes No** |
| If no, please provide details. | |

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| **Do you have any disabilities which may affect your application or the recruitment process?** *(delete as appropriate)* | **Yes No** |
| If the answer is yes, can you please tell us if there are any reasonable adjustments, we can make to help you in your application or with our recruitment process. | |

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| Education | | | |
| Secondary Education (use the tab key to insert a new line) | | | |
| **School Attended** | **From** | **To** | **Qualifications and Grades** |
|  |  |  |  |

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| --- | --- | --- | --- |
| Further or Higher Education (use the tab key to insert a new line) | | | |
| **College/University** | **From** | **To** | **Qualifications and Grades** |
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| Personal Development |
| Please include any courses, membership, voluntary work or responsibilities you have obtained that you may consider relevant, with outcomes if applicable. |
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| Employment History | | | | | |
| Present or Most Recent Employment | | | | | |
| **Name and address of Employer** | **From** | **To** | **Position** | **Salary** | **Notice Required** |
|  |  |  |  |  |  |
| Please give a brief description of your duties: | | | | | |

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| Previous Employment (use the tab key to insert a new line) | | | | |
| **Employer and Position Held** | **From** | **To** | **Duties** | **Reason for Leaving** |
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| Supporting Statement |
| Indicate how you would contribute to the post; describing in detail how your knowledge, skills and experience meet the requirements of the job description. |
| Indicate how you would contribute to the post; describing how you meet the requirements of the person specification. |
| Please give any other particulars about yourself which you would like to be taken into consideration. |

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| **If offered this position, do you intend to continue working in any other capacity?** *(delete as appropriate)* | **Yes No** |
| If yes, please provide details: | |

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| --- | --- | --- | --- | --- | --- |
| Referees **Please provide details of two referees whom we can approach about your application for employment** | | | | | |
| **I agree to references being taken up at interview stage** | | | | **Yes No** | |
| **Title:** |  | Name: |  | Position: |  |
| **Address:** | |  | | **Company:** |  |
|  | |  | | **Tel. No:** |  |
|  | |  | | **Email:** |  |
| **Postcode:** | |  | | | |
| **Title:** |  | Name: |  | Position: |  |
| **Address:** | |  | | **Company:** |  |
|  | |  | | **Tel. No:** |  |
|  | |  | | **Email:** |  |
| **Postcode:** | |  | | | |

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| Criminal Record The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Please note any criminal convictions except those 'spent', or otherwise ‘protected’, under the Rehabilitation of Offenders Act 1974. |
| **Data Protection Statement**  All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. The Company will treat all personal information with the utmost confidentiality and in line with current data protection legislation.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices. |
| Declaration I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal. |
| **Signed:** |
| All documents should be returned to: [*enquiries@avenue-info.com*](mailto:enquiries@avenue-info.com)by Thursday 10th June 2021 at 5 pm and the position applied for should be marked in the subject line. |