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| Application for Employment |
| Vacancy Applied for:  |  Closing Date:  |
| Current Employer’s Name:  |  |

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| Personal Details |
| Title (please tick): Mr Mrs Miss Ms Other  |  **Please Specify:**  |
| Surname: | **Other Names:**  |
| Address:  | **Postcode:**  |
| Daytime Telephone: | **Evening Telephone:**  |
| E-mail:  | **NI number:**  |
| Driving License held:  |  |
| Do you hold a current valid Uk passport or ID card?  | Yes No |

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| Work History |

**\*Please start with your most recent job and work back. Continue on a separate sheet if necessary.**

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| **Employer** | **Position help and description of duties** | **Reasons for leaving** |
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| Education and Training |

**\*Please start with your most recent job and work back. Continue on a separate sheet if necessary.**

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| **School, College, University or Other** | **Course studied and qualification achieved** |
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| **Membership of Professional Institutes (only complete if necessary or relevant to the job)** |
| **Name of Institute** | **Current Status** | **Date Awarded** |
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| Evidence to Support your Application |

\* **For example, experience relevant to the job you are applying for. You may also include any other information that you feel is relevant to your application e.g. personal qualities, achievements at work, non-work related or voluntary work experience. Continue on a separate sheet if necessary.**

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| References  |

**Reference 1**

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| --- | --- |
| **Name:** | **Job Role:** |
| **Address:**  | **Postcode:**  |
| **Telephone Number:** | **Email:** |
| **Relationship:**  |

**Reference 2**

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| **Name:** | **Job Role:** |
| **Address:**  | **Postcode:**  |
| **Telephone Number:** | **Email:** |
| **Relationship:**  |

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| Eligibility to work in the UK |

**\*Sections 15 – 26 of the Immigration, Asylum & Nationality Act 2006 requires all employers to make sure that all employees have the legal right to work in the UK. If you are invited to interview for this post you will be required to provide evidence of your eligibility to work in the United Kingdom at interview.**

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| Disability  |

**\*Lambhill Stables welcomes applications from applicants who self-assess themselves as having a disability and guarantees an interview to those who meet the essential criteria for the job. To help you, a disability is defined as a physical (e.g. mobility difficulties hearing or sight impairments) or mental impairment (e.g. learning disabilities), which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities.**

**Do you consider yourself to have a disability?** **YES** **NO**

**If YES, what, if any, type of aids, adaptations, equipment or special arrangements, would you require, to attend an interview (e.g. Interpreter for the Deaf)?**

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| Rehabilitation of Offenders Act 1974 |

**\* If selected for interview you may be required to complete a Criminal Convictions Declaration Form. In addition, successful applicants for specific posts identified under the above legislation within the Company which have been identified as being included under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will require submitting a Disclosure Application (Police Check), the results of which might impact on your suitability to work in a particular job.**

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| Data Protection and Declaration |

**\*The legal grounds for collecting and processing your personal data are that it is ‘in the legitimate interests of the employer’, in order to select and appoint people to fill vacant roles. It is also necessary for ‘the performance of a contract’ in the event that you are successful in your application. You have the right to object to your data being processed. You have the right to access the data we hold on you (by making a ‘Subject Access Request’), and to request it to be deleted or corrected. You also have the right to make a complaint to the Information Commissioner’s Office (ICO), which is the regulator for data protection. If you are not offered the job, all documentation related to your application for employment will normally be confidentially destroyed after a period of 6 months.**

**\* I certify that all the information contained in this form and any attachments is true and correct to the best of my knowledge and belief.**

**Signature Date**

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| Office Use Only  |

**Received By Date Recieved**