|  |  |  |  |
| --- | --- | --- | --- |
| **POST TITLE** |  | | |
| **CLOSING DATE** |  | **How did you hear of the post?** |  |

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | | |
| **First Initial** |  | | |
| **Address** |  | | |
| **Post Code** |  | | |
| **Telephone Number** | Day | Evening | Mobile |

|  |  |
| --- | --- |
| **May we contact you during the day?** | **YES NO** |
| **Do you have the right to work legally in the UK?** | **YES NO** |
| **Do you hold a current driving license?** | **YES NO** |
| **Are you a member of the PVG Scheme?** | **YES NO** |
| **If yes, is your PVG membership in respect of regulated work with Children, Adult or Both?** |  |
| **Please provide your PVG Membership Number** |  |
| **Do you require any reasonable adjustments to allow you to attend interview?** |  |

**EDUCATION AND TRAINING BACKGROUND**

|  |  |  |  |
| --- | --- | --- | --- |
| Date (from – to) | Education or Training Qualification | Name of Establishment | Grade/Band of Pass  (where applicable) |
|  |  |  |  |

**Additional qualifications/training courses and membership of professional bodies**

|  |
| --- |
|  |

**CURRENT EMPLOYMENT**

|  |  |  |
| --- | --- | --- |
| *Name and address of current or most recent employer* | *From* | *To* |
|  |  |  |
| *Job Title and Brief Summary of duties and responsibilities* | *Salary* | *Notice Period* |
|  |  |  |

**CURRENT VOLUNTARY WORK RECORD**

|  |  |  |
| --- | --- | --- |
| *Name and address of current or most recent employer* | *From* | *To* |
|  |  |  |
| *Job Title and Brief Summary of duties and responsibilities* |  | *Notice Period* |
|  |  |  |

**PREVIOUS EMPLOYMENT** (please start with most recent and work back)

|  |  |  |  |
| --- | --- | --- | --- |
| *Dates*  *(from-to)* | *Employer’s name and address* | *Post Title and brief summary of responsibilities* | *Reason for Leaving* |
|  |  |  |  |

**PREVIOUS VOLUNTARY WORK RECORD** (please start with most recent and work back)

|  |  |  |  |
| --- | --- | --- | --- |
| *Dates*  *(from-to)* | *Employer’s name and address* | *Post Title and brief summary of responsibilities* | *Reason for Leaving* |
|  |  |  |  |

**GAPS IN YOUR EMPLOYMENT –** *Please provide information of any gaps in employment*

(Verification of employment gaps will be required if an offer of employment is made)

|  |  |  |
| --- | --- | --- |
| *From (Month/year)* | *To (month/year)* | *Reason* |
|  |  |  |

**SKILLS AND EXPERIENCE**

|  |
| --- |
| *By using specific examples, please use this section to explain how you have demonstrated or used the experience, skills, knowledge and personal qualities outlined in the person specification and job description for this post. You may use examples from your working or personal life, including any voluntary work.* |
|  |

**REFERENCES**

|  |  |  |  |
| --- | --- | --- | --- |
| *Please give contact details of two referees who are not relatives and at least one of whom must be from your current or most recent employer* | | | |
| Name |  | Name |  |
| Occupation |  | Occupation |  |
| Email |  | Email |  |
| Organisation |  | Organisation |  |
| Address |  | Address |  |
| Post Code |  | Post Code |  |
| Telephone Number |  | Telephone Number |  |
| Relationship to applicant |  | Relationship to applicant |  |

References will be taken up after interview and only for the preferred candidate,