

4. Education, Training and Qualifications Qualifications obtained (including professional qualifications)		Qualification level	Date undertaken	
5. Employment Details (please begin with your current / most recent job)				
Employers Name & Address	Job Held & Responsibilities	Dates		Reason for Leaving (including current job)
		From	To	

6. Using the person specification, demonstrate how your skills and experience match each of the criteria. Use relevant examples.

7. References: Please give the name and the address of two references (in block capitals). They should have known you in a professional capacity, as a student or as an employee. One of your references should be your current or most recent employer.

Name.....

Address.....

.....

.....

Postcode.....

Tel No.....

Occupation.....

Has known me..... years

In what capacity?.....

May we approach them: YES NO

Name.....

Address.....

.....

.....

Postcode.....

Tel No.....

Occupation.....

Has known me..... years

In what capacity?.....

May we approach them: YES NO

8. Have you any criminal convictions that are not classed as ‘spent’ under the Rehabilitation of Offenders Act 1974? YES NO

If yes, please give full details or enclose full disclosure letter with your application.

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9. If the post that you are applying for involves working with children up to 18 years of age or with vulnerable adults please complete this section.

9a. This post is exempt from the Rehabilitation of Offenders Act 1974. You must declare whether you have any convictions, cautions or bind-overs including any that would normally be regarded as ‘spent’. Please state NONE if appropriate.

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9b. Please also sign the following statement:

I am not disqualified from work with children or vulnerable adults or subject to sanctions imposed by a regulatory or professional body e.g. OFSTED.

Sign.....

Print Name.....

10. Do you have any special interview requirements e.g. Signer/Access/Other?

11. How did you hear about this post:

12. Date

Signature

