

2. EMPLOYMENT RECORD

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in *Section 5: Experience /skills*.

1. Current / most recent employer / organisation		
Name:	From:	To:
Address:	Average No. of Hours Worked per Week:-	
Job Title:	Starting Salary / Wage :-	Per week /month / annum
Brief description of duties:	Current Salary or Wage (or on leaving):-	Per week /month / annum
Reason for leaving/changing:		

2. Past Employer/organisation		
Name:	From:	To:
Address:	Average No. of Hours Worked per Week:-	
Job Title:	Starting Salary / Wage :-	Per week /month / annum
Brief description of duties:	Final Salary or Wage :-	Per week /month / annum
Reason for leaving/changing:		

3. Past Employer/organisation		
Name:	From:	To:
Address:	Average No. of Hours Worked per Week:-	
Job Title:	Starting Salary / Wage :-	Per week /month / annum
Brief description of duties:	Final Salary or Wage :-	Per week /month / annum
Reason for leaving/changing:		

4. Past Employer/organisation		
Name:	From:	To:
Address:	Average No. of Hours Worked per Week:-	
Job Title:	Starting Salary / Wage :-	Per week /month / annum
Brief description of duties:	Final Salary or Wage :-	Per week /month / annum
Reason for leaving/changing:		

3. EDUCATION

Please tell us about your education and any qualifications which you feel are relevant to the post. Include relevant courses which you are currently undertaking. Please start with the most recent.

Name of school/college/university/training body	Subject studied	Qualification/ Level	Date gained

4. TRAINING

Please list any training you have received or courses which did not lead to a qualification but which you feel is relevant to the advertised post.

Training Course	Date

5. COMPUTERS / INFORMATION TECHNOLOGY

Please list products used

Hardware	Experience (Months/Years)	Proficiency (Self rate 1 - 10)	Software	Experience (Months/Years)	Proficiency (Self rate 1 - 10)	Internet / www	Experience (Months/Years)	Proficiency (Self rate 1 - 10)

6. PRACTICAL EXPERIENCE / SKILLS

This section is for you to give specific information in support of your application.

Your experience need not have been gained in paid employment and may include special interests relevant to the post

Summarise job skills acquired and specialist training received

What qualities do you have which most suit you to the job you are applying for?

7. REFERENCES

Please give name, address and position/occupation of two referees. One must be your present or most recent employer. References will only be taken up for the successful candidate. Testimonials or references from friends and relatives are not acceptable.

1. Name:
Position:
Organisation:
Address:
Tel:

2. Name:
Position:
Organisation:
Address:
Tel:

8. ADDITIONAL INFORMATION

Have you ever been convicted of a criminal offence? (declaration subject to the Rehabilitation of Offenders Act 1974)	Yes/No
If you have a disability please tell us about any adjustments we may need to make to assist you at interview.	

9. DECLARATION AND SIGNATURE

The information supplied in this application form is accurate to the best of my knowledge.	
Signed _____	Date _____

We wish to assure all applicants that recruitment is made only on the basis of ability and that ethnic or racial origin, age, marital status, disability or gender is not taken into account in the assessing suitability for the position

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER

Thank you for completing this application form.