# **APPLICATION FORM**

**Post applied for: Information Manager Job reference code:**

|  |
| --- |
| **Personal Details** |

**Surname: Other names:**

**Address:**

**Home telephone number: Work telephone number:**

**Mobile telephone number: E-mail address:**

|  |
| --- |
| **Most Recent Employment (Paid or Unpaid)** |

**Name of organisation:**

**Date of appointment: Current or final salary/wage (if any):**

**Period of notice required: Leaving date (if not now working):**

**Give a brief outline of your responsibilities:**

**Reason for leaving (or for seeking other employment):**

**Please draw a chart showing your position in your present or most recent organisations:**

|  |
| --- |
| **Education, Training & Professional Qualifications** |

**School, university, etc Qualifications obtained Date obtained**

**Education**

**Training**

|  |
| --- |
| **Previous Employment (Paid or Unpaid)** |

**(Please enclose one additional sheet of A4 if you require additional space to summarise your work history).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name and address** | **Job title/description** | **Date of Employment** | **Final salary** | **Reasons for leaving** |
| **of previous employers** | **of duties** | **from - to** | **(if any)** |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Experience, Skills and Interests** |

**Using the job description, person specification and competencies as a reference, please outline how your skills and experience meet the criteria for this post.**

|  |
| --- |
| Referees |

**Please give the name and address of two referees. Where possible referees should have known you at work/school/college and one referee should be your present or most recent employer (if applicable)**

**Name: Name:**

**Address: Address:**

**Telephone number: Telephone number:**

**Occupation: Occupation:**

**May we request a reference? May we request a reference?**

**At any time**   **At any time**

**Only after offer of employment**  **Only after offer of employment**

**In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made. However, if you require a work permit in order to work in the UK please indicate:**

**Yes / No**

**Any offers of employment will be made pending CRB disclosure.**

|  |
| --- |
| **Declaration** |

**To the best of my knowledge the information on the application form is correct.**

**Signature: Date:**