**EMPLOYMENT APPLICATION FORM**

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| **POSITION APPLIED FOR:** |
| **RESPONSE TO ADVERTISEMENT IN:** |

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| **PERSONAL INFORMATION**First Names: | Surname: |
| Address: | Previous Name: (if applicable) |
| Telephone - Home: Work:  | Nationality:Dates available/notice requiredat present employment: |
| E-mail:  |

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| **FURTHER INFORMATION**National Insurance No: ◻◻ ◻◻ ◻◻ ◻◻ ◻ **Health**Please give details of any period of sickness absence of 2 weeks or more in the past 2 years: |
| **Car Driver** Yes / NoNumber and Dates of any Endorsements: | **Clean Driving Licence**  Yes / No |
| Have you been convicted of any criminal offences which are notyet spent under the Rehabilitation of Offenders Act 1974? If yes, give details Yes / No |

**EDUCATION AND QUALIFICATIONS**

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| **SECONDARY EDUCATION AND TRAINING** |
| Dates | School / College | Examinations passed or qualification gained with dates and grades |
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| **FURTHER AND HIGHER EDUCATION (after age 18)** |
| Dates | College / University | Examinations passed or qualification gained with dates and grades |
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| **PROFESSIONAL TRAINING RECEIVED / SHORT COURSES ATTENDED** |
| Dates | Course Title | Full orPart-Time | Examinations passed or qualification gained with dates and grades |
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| **EMPLOYMENT HISTORY** |
| Present or last employer’s name and address:Position held and main duties: | Date joined:Date left:Final salary:Reasons for leaving: |
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| **SUMMARY OF EMPLOYMENT HISTORY**Please list all paid and unpaid employment, including any gaps in employment, in chronological order |
| **Name and Address****of Employer** | **Job title** | **Full/****Part-time** | **Dates****(from - to)** | **Reason for leaving** |
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| **REASONS FOR APPLICATION**Please summarise your reasons for applying for this role, highlighting any relevant experience/qualifications.  |

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| **INTERESTS**Please state below any further information about yourself which you consider we ought to know, e.g. private business commitments, ambitions, hobbies and other activities, etc.  |

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| **REFERENCES**Our policy is to contact your referees after an offer of employment has been made and accepted. Both referees should have knowledge/experience of your work skills. |
| Name:Occupation:Address:Telephone No: | Name:Occupation:Address:Telephone No: |

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| I certify by signature that the information given in this form is, to the best of my knowledge, true and complete. I also give my permission to Hestercombe Gardens to contact the referees listed in this application. (Your present employer will not be contacted until an offer of employment has been made). I understand that any falsification of information will be a disciplinary matter.Signature .................................................. Date .................................................... |