****

***Love Laugh Learn***

|  |
| --- |
| APPLICATION FORM |

**PART ONE**

|  |  |
| --- | --- |
| **The Vacancy** | |
| Position applied for: |  |
| Job Reference Number: |  |
| Interview date (if known): |  |

|  |  |
| --- | --- |
| **Personal Details** | |
| Applicant Title: |  |
| Applicant Forename: |  |
| Applicant Surname: |  |
| Permanent Address: |  |
| Postcode: |  |
| Email address: |  |
| Telephone: |  |
| National Insurance Number: |  |

|  |  |
| --- | --- |
| **References**  *Please give the details of two people who have agreed to act as your referees. One should be your current or most recent employer (if applicable).* | |
| **Referee 1** | |
| Name: |  |
| School or Company Name: |  |
| Address (including postcode): |  |
| Relationship to you: |  |
| Email address: |  |
| Telephone: |  |
| **Referee 2** | |
| Name: |  |
| School or Company Name: |  |
| Address (including postcode): |  |
| Relationship to you: |  |
| Email address: |  |
| Telephone: |  |
|  |  |
| **About You: Your skills and experience**  *Please use the space below to tell us how you meet the person specification and what skills and experience you bring to meet the job description. You may attach a separate letter to answer this section if you prefer.* | |
|  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **About You: Employment History, Voluntary work and Work Experience** | | | | |
| **Name and Address of Employer** | **Job Title** | **From and To (Month and Year)** | **Main Duties and Responsibilities** | **Reason for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **About You: Your Qualifications**  *Please use the space below to list details of any qualifications relevant to the post. Please include the level, awarding body and the date they were obtained.* |
|  |

|  |
| --- |
| **About You: Your Training**  *Please use the space below to tell us about any relevant training you have attended in the last 3 years.* |
|  |

|  |
| --- |
| **About You: Your hobbies and interests**  *Please use the space below to tell us about yourself outside of work. Please also use the space to tell us anything else about yourself that you think will support your application you have not yet mentioned.* |
|  |

|  |
| --- |
| **General Information**  *Please use the space below to tell us what notice period you are required to give in your current role (if any)* ***and*** *the earliest you could start the post.* |
|  |
| APPLICATION FORM |

**PART TWO**

|  |  |  |  |
| --- | --- | --- | --- |
| **Equal Opportunities Monitoring**  *I would describe my ethnic origin as:* | | | |
| Bangladeshi |  | Middle East |  |
| Chinese |  | Other Black (specify below) |  |
| East African Asian |  |  | |
| Indian |  | White & Black Caribbean |  |
| Kasmiri |  | White & Black African |  |
| Pakastani |  | White & Asian |  |
| Vietnamese |  | Other Mixed Origin (specify below) |  |
| Other Asian (specify below) |  |  | |
|  | | Irish |  |
| Black British |  | White British |  |
| Caribbean |  | Other White (specify below) |  |
| Somali |  |  | |
| Other African |  |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Gender** | | | | | |
| Male |  | Female |  | Other |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Disability** | | | | |
| Are you a disabled person? | Yes |  | No |  |
| *If you answered ‘yes’, you may feel that there are certain aspects of your impairment that may inhibit you from doing certain aspects of the job. If you wish to bring any such aspect to the panel’s attention at this stage, please use the space below.* | | | | |