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**APPLICATION FOR THE POST OF:**

 **………………………………………….**

**PERSONAL DETAILS:**

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| **Name: Surname:**  |
| **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Postcode:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Telephone Home : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Telephone Day (if you are happy for us** **to contact you at work if applicable) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Mobile : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Email : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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**EMPLOYMENT:**

Please detail your last five positions held starting with your current or most recent employment. Continue on a separate sheet if necessary.

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| **Employer** | **Position held and nature of work done** | **Dates (from/to)****& reason for leaving** |
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**PERSONAL STATEMENT**

Please state your reasons for applying for this post and include any relevant information in support of your application. You should state clearly the ways in which you feel you meet the requirements of the Person Specification and Job Description. Continue on another sheet as necessary.

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**EDUCATION:**

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| **Dates attended** | **Schools, Colleges, University attended** | **Qualifications gained grade/year obtained** |
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**TRAINING QUALIFICATIONS:** Please give details of any relevant courses, training or qualifications that will support your application. Please note that you will be asked to provide evidence of these qualifications if called for interview

**DISABILITY:** If you have any disabilities, please give details on how we can make it easy for you to attend interview. Where possible we will try to accommodate this, but interviews will be conducted during office hours.

### Have you ever been convicted of a criminal offence?

The exemptions to the Rehabilitation of Offenders Act 1974 require that all spent or unspent convictions must be declared by applicants for certain posts at Derman, such as those that involve contact with children or vulnerable adults.

For information on the position you are applying for please see the job description and person specification. Further information can be found at www.disclosure.gov.uk

Do you have any criminal convictions, cautions or bind overs?

Please specify **yes** or **no**:

(Declaration subject to the Rehabilitation of Offenders Act 1974)

If your answer is yes, please give details of date(s) of offence(s) and sentence(s) passed and enclose in a separate envelope marked confidential

**Do you hold a current driving license?**  **YES (…) NO (…)**

**Are there any restrictions on you working in this country? YES (…) NO (….)**

The Asylum and Immigration Act makes it a criminal offence to employ a person who is not entitled to live or work in the United Kingdom. All successful applicants will be asked to produce documentary evidence to support this before and during employment.

**Are you currently named on List 99, the POVA or POCA check lists, disqualified from work with children or subject to sanctions imposed by a regulatory body?**

Please specify **yes** or **no**:

If your answer is yes please provide details in a separate envelope marked confidential.

**Please state where you saw the position advertised.**

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**REFERENCES:**

All offers of employment are subject to receipt of satisfactory written references. Please provide the names, addresses and telephone numbers of two referees, one of whom should be your current or most recent employer or an academic referee if more appropriate.

Personal references must give evidence of your ability to undertake the duties detailed in the job description.

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| --- | --- |
| **1.Referee****Present or most recent Line Manager/Employer** | **2.Referee**  |
| **Name :** | **Name:** |
| **Address including organization if applicable:** **Post Code:**  | **Address:****Post Code:** |
| **Tel:** | **Tel:** |
| **Fax:** | **Fax:** |
| **Email:** | **Email:** |
| **What is your connection with this referee?****If your current or previous Manager, what is their job title?** | **What is your connection with this referee?** |

**May we obtain references prior to an offer of appointment? Yes (…) No (…)**

 *I declare that, to the best of my knowledge and belief, the information I have given in applying for this position is true and accurate. I understand that if it is subsequently found that any information is false or misleading, my employment may be terminated without notice*

*By signing and returning this application, I consent to the processing of the form’s*

*data, including any DBS (Disclosure and Barring Service) check which will be kept confidential and used only for the purposes of selection and administration.*

*I agree that Derman can keep this information for six months, or, in the event of my being offered a position, as long as is necessary. This information will be used to consider whether or not to offer me a position, the terms on which to make such an offer, to answer any queries about my application and to monitor the recruitment process.*

 **Signed ………………………………………… Date …………………………………..**

 **Please return the completed application form to:** **services@derman.org.uk**