|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | |
| **Vacancy Details** | | | | | | | |
| Position Applied for: | | | |  | | | |
| How did you become aware of this vacancy? | | | |  | | | |
| **Personal Details** | | | | | | | |
| First Name: |  | | | | Surname: |  | |
| Address *(including Postcode)* | | | | | Telephone: |  | |
| Email: |  | |
| **General Details** | | | | | | | |
| Are there any restrictions to your right to take up employment in the UK? Yes / No  If yes, please give brief details: | | | | | | | |
| Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act 1974? Yes / No  If yes, please give brief details: | | | | | | | |
| Are there any adjustments that may be required to be made should you be invited for interviews? If so, please state here: | | | | | | | |
| **Secondary/Higher Education** | | | | | | | |
| From  MM/YY | | To  MM/YY | Name of School or University | | | | Subject | Qualification Attained |
|  | |  |  | | | |  |  |
| **Projects / Team Working** | | | | | | | |
| Please describe a project you have been part of at school or in a workplace or club, and how you carried it out as a team: | | | | | | | |
| **Extracurricular clubs and activities** | | | | | | | |
| Please detail any clubs or activities you have participated in and the relevant skills you have gained: | | | | | | | |
| **Training** | | | | | | | |
| Please detail any relevant training that you have completed: | | | | | | | |
| **IT Experience** | | | | | | | |
| Please detail your IT experience, including software packages used. | | | | | | | |

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| --- | --- | --- | --- | --- | --- |
| **Employment History**  Please detail below your work experience, both paid and unpaid: | | | | | |
| From  MM/YY | To  MM/YY | Name & Address of Employer | | | Role |
|  |  |  | | |  |
| Brief description of duties including key achievements: | | | | | |
|  | | | | | |
| From  MM/YY | To  MM/YY | Name & Address of Employer | | | Role |
|  |  |  | | |  |
| Brief description of duties including key achievements: | | | | | |
| Please continue on a separate sheet if necessary.  What is the notice period that you are required to give your current employer? [ ] weeks | | | | | |
| **Additional Information** | | | | | |
| Please state your reasons for applying for this position and give details of how your skills and experience relate to this position? *Please feel free to refer to skills and experience gained both within and out with the workplace e.g., including voluntary work or leisure pursuits.* | | | | | |
| Do you have a full driving licence? | | | Yes/No | | |
| Do you have the ability to travel? | | | Yes/No | | |
| **References** | | | | | |
| **Name:**  **Position:**  **Telephone:**  **Email:**  **Contact prior to interview Yes/No?** | | | | **Name:**    **Position:**  **Telephone:**  **Email:**  **Contact prior to interview Yes/No?** | |
| **Data Protection Statement** | | | | | |
| The information that you provide on this form will be held and processed in compliance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018. Please refer to the separate Candidate Privacy Notice for further information. | | | | | |
| **Declaration** | | | | | |
| I can confirm that, to the best of my knowledge, the information given in this application form is accurate and true. I understand that providing misleading or false information will disqualify me from appointment *or* if appointed, may result in my dismissal.  Signed ………………………………………………………………………………………….  Dated …………………………………………………………………………………………. | | | | | |