

Please continue on a separate sheet if necessary]

Employment

Current or most recent post

Employer's name, address and nature of business:		Main duties & responsibilities:	
Tel No:			
Position:			
Dates:	From: To:	Salary / Rate of pay:	
Notice required by current employer / date available to commence employment:		Reason for leaving / wanting to leave:	

Previous Employment

Please provide **full** details of all previous posts you have held, starting with the most recent first. You will also need to include any dates (if applicable) when you have not been in employment. (Please use continuation sheets if required).

Name & Address of Employer	Appointment held/Grade &/or Salary	Dates (dd/mm/yy)		Reason for leaving
		From	To	

Previous Employment (cont)

Name & Address of Employer	Appointment held/Grade &/or Salary	Dates (dd/mm/yy)		Reason for leaving
		From	From	

References

Give name, job title, relationship to referee and address to **TWO** people, who must know you well to whom a reference may be made. Referee 1 **must** be your present (or most recent) employer, Referee 2 **must** be from a previous employer (unless you have held only one job, in which case this may be an educational or character reference). If you have never held a job, educational and/or character references will be satisfactory. A character referee: must have known you well personally for at least two years; must not be related to you by birth or marriage; and must hold (currently or retired) some form of professional occupation or public office.

Referee 1 Do not contact before interview ☐

Referee 2 Do not contact before interview ☐

Name

Name

Job Title:

Job Title:

Relationship to referee:

Relationship to referee:

Address:

Address:

Post Code:

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Post Code:

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Tel No:

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Tel No:

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Email:

Email:

N.B. Appointment is confirmed subject to receipt of satisfactory references.

Declaration

I declare that the information provided is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. Where applicable, I consent that the organisation can seek clarification regarding professional registration details.

Signature:

Date:

DD	MM	YY			