

## Application Form

**Post Applied For** ..... **Location** .....

**How did you learn of this vacancy** .....

**PERSONAL INFORMATION**

**Surname / Family Name** ..... **Mr/Mrs/Miss/Ms** .....

**Any other name/s you may have been known by** .....

**Forenames** .....

**Home Address**.....

.....

**Home Tel** ..... **Mobile Tel** ..... **Work Tel** .....

**Email address** ..... **May we contact you at work?** **Yes / No**

**Eligibility to work in the UK** Should you be shortlisted for interview, you will be asked to bring with you documentary evidence of your eligibility to work in the UK. Attached is a list of documents the UK Government has indicated are acceptable for this purpose.

**Education/Employment History** To comply with regulatory requirements, the Society will ask applicants at interview to account for any gaps in their employment and education history. You are, therefore, asked to specify in this application, the dates you attended school (and where appropriate any university or college of further education) together with the dates of each post you have held.

EDUCATION AND QUALIFICATIONS				
From	To	Name & location of School, College, University	Full or Part-Time	Examinations passed Qualifications gained

**DETAILS OF PRESENT / MOST RECENT EMPLOYMENT**

Name and Address of Employer or Most Recent Employer .....

Position Held ..... From ..... To .....

Details of Responsibilities .....

Reason for Leaving / Wishing to Leave .....

.....Current Salary .....

**EMPLOYMENT PRIOR TO ABOVE**

Please list **ALL** posts you have held since leaving secondary education, starting with the first. Full details should be given of any period not accounted for by full-time employment, education or training. This would include for example, unemployment, voluntary work, raising a family, part-time work or education.

Name & Address of Employer	From	To	Position held and brief description of duties	Reason for Leaving

What is the earliest date you could commence employment with us? .....

## Supporting Statement

Please give details of any experience, skills & competencies you consider relevant, together with any other information in support of your application. Ensure that you relate your statement to the requirements of the job description and person specification. Use additional A4 sheets if necessary. Your supporting statement must be no more than 500 words.

## HEALTH

A medical assessment is a requirement for this post. If successful in your application, would you be prepared to undergo a medical assessment at the Society's expense? Yes / No

Full consideration will be given to any reasonable adjustments that may be necessary to take account of a disability need.

