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| Return this form to: | Manager@yattonhouse.org.uk  |
| Position Applied for: |  |

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| Personal Details |
| Title: |  |
| Forename(s): |  |
| Surname: |  |
| Address: |  |
| Post Code: |  |
| Email: |  |
| Tel No. (Home): |  |
| Tel No. (Mobile): |  |
| National Insurance No: |  |
| Current Driving Licence |
| Do you hold a current driving licence? |  |
| Groups: |  |
| Expiry Date: |  |
| Details of Endorsement(s): |  |
| Restrictions |
| Are there any restrictions on you taking up Employment in the UK? |  |
| If Yes, Please Provide Details: |  |
| Education |
| Schools / College / University | Qualifications received |
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| Employment (please complete in full, leaving no gaps and use a separate sheet if necessary) |
| Last / Current Employment |
| Name of Employer: |  |
| Address: |  |
| Dates of Employment: |  |
| Job Title: |  |
| Duties: |  |
| Rate of Pay: |  |
| Reason for Leaving: |  |
| Notice Period: |  |
| Previous Employment #2 |
| Name of Employer: |  |
| Address: |  |
| Dates of Employment: |  |
| Job Title: |  |
| Duties: |  |
| Rate of Pay: |  |
| Reason for Leaving: |  |
| Previous Employment #3 |
| Name of Employer: |  |
| Address: |  |
| Dates of Employment: |  |
| Job Title: |  |
| Duties: |  |
| Rate of Pay: |  |
| Reason for Leaving: |  |
| Previous Employment #4 |
| Name of Employer: |  |
| Address: |  |
| Dates of Employment: |  |
| Job Title: |  |
| Duties: |  |
| Rate of Pay: |  |
| Reason for Leaving: |  |
| Previous Employment #5 |
| Name of Employer: |  |
| Address: |  |
| Dates of Employment: |  |
| Job Title: |  |
| Duties: |  |
| Rate of Pay: |  |
| Reason for Leaving: |  |
|  |  |
| Current Membership of Professional Bodies |
| Please note any professional bodies you are a member of or registered with: |  |
| Other Employment |
| Please note any other employment that you would continue with if you were to be successful in obtaining the position: |  |
| Leisure |
| Please note here your leisure interests, sports and hobbies, other pastimes, etc: |  |
| References (please note here two persons from whom we may obtain both work and character references)  |
| Reference #1 (Current or most recent employer) |
| Title: |  |
| Forename(s): |  |
| Surname: |  |
| Address: |  |
| Post Code: |  |
| Contact No: |  |
| Position Held: |  |
| May we approach them prior to interview? | Yes / No |
| Reference #2  |
| Title: |  |
| Forename(s): |  |
| Surname: |  |
| Address: |  |
| Post Code: |  |
| Contact No: |  |
| Position Held: |  |
| May we approach them prior to interview? | Yes / No |
| General Comments  |
| Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role  |
|  |
| Criminal Record |
| Please note any criminal convictions except those ‘spent’ under the Rehabiliations of Offenders Act 1974. If none please state. Employment is dependent upon obtaining a satisfactory Disclosure & Barring Certificate from the Disclosure & Barring Service/Disclosure Scotland.  |
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| Data Protection |
| 1. We are aware of our obligations under data protection legislation, including the obligation to collect only the data that is required for our specific purpose. The information collected in this application form is specific to our recruitment exercise and necessary for the performance of the role that you have applied for. If you are recruited for the role you have applied for, or any other role you are offered by us, the information provided will then be used for the purposes of your employment with us, together with further information collected upon recruitment for those purposes.2. We will treat all personal information about you with upmost integrity and confidentiality. Our data protection policy sets out our approach to ensuring that your data is processed in line with the data protection principles within current data protection legislation.
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| Declaration |
| 1. I confirm that the information provided in this application is complete and correct and that untrue or misleading information will give my employer the right to terminate any employment contract offered.2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the rights to require me to undergo a medical examination.3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure & Barring Service/Disclosure Scotland for a Disclosure & Barring Certificate. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.
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| **I certify that, to the best of my knowledge and belief, the statements provided here are true and correct.** |
| Signed: |  |
| Date: |  |