**APPLICATION FORM**

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| Please complete all sections of the form and email it to:  Emma.elnaugh@horsham-matters.org.uk  Or complete it in black ink and return it to:  Horsham Matters, Micah House,  Blatchford Road, Horsham RH13 5QR.  FAO General Manager  We aim to ensure that no applicant or employee receives less favourable treatment on the ground of race, colour, faith, nationality, ethnic or national origin, sex, age or disability.   |  |  | | --- | --- | | Position applied for : |  | | How did you hear about the vacancy? |  |   **PERSONAL INFORMATION**   |  |  | | --- | --- | | Surname: |  | | First name: |  | | Address: |  | | Postcode: |  | | Telephone: |  | | Can we contact you during the day on this number? |  | | Email: |  | | National Insurance Number: |  | | When could you start if offered a post? |  |   **EDUCATION**   |  |  |  | | --- | --- | --- | | Relevant secondary and further education (schools/college) | | | | School/College | SUBJECT | EXAMINATION LEVEL/RESULT | |  |  |  | | Higher Education (College / University) | | | | College/University | SUBJECT | EXAMINATION LEVEL / RESULT | |  |  |  | | Please list any other qualifications already obtained or for which you are currently studying, including the expected date of completion. | | | |  | | |   **EMPLOYMENT HISTORY**   |  |  | | --- | --- | | Current Employer / Previous Employer if currently not working  (including address and telephone number) |  | | Your job title |  | | Dates employed |  | | Salary |  | | Briefly describe your responsibilities | | |  | | | Reason for leaving / wanting to leave: | |  |  |  | | --- | --- | | Previous Employer(including address and telephone number) |  | | Your job title |  | | Dates employed |  | | Salary |  | | Briefly describe your responsibilities : | | | Reason for leaving: | |   Please add similar details of any earlier employment on a separate sheet  **TRAINING**   |  | | --- | | Further training since leaving full-time education | |  |   **IT SKILLS**   |  | | --- | | Please indicate any software packages you are familiar with and your level of competency | |  |   **ADDITIONAL INFORMATION**   |  |  | | --- | --- | | Do you require a work permit to work in the UK? |  | | Do you hold a current UK driving licence and have access to a vehicle? |  | | Does your licence have any endorsements? |  | | If yes, please give details | | |  | |   **INTERESTS OUTSIDE WORK**   |  | | --- | | Please give details of your interests and hobbies/favourite pastimes | |  |   **PERSONAL STATEMENT**   |  | | --- | | With reference to the Job Description and Person Specification (if available), please describe how your skills and qualities equip you for this post, giving practical examples of areas in which you have demonstrated these. (Continue you on a separate sheet if necessary) | |  | | What appeals to you about this post? | |  | | Please add any other information which you feel would support your application for this position. (Continue you on a separate sheet if necessary) | |  |   **REFERENCES**   |  |  | | --- | --- | | Please give details of two referees. We will only contact your referees if you are called for interview and will ask your permission before doing so. | | | **Present employer** (or past employer if not currently employed or college tutor/school head if still studying) | | | Name: | Job Title: | | Address: | | | Email: | Phone: | | **Additional referee:** | | | Name: | Job Title: | | Relationship: |  | | Address: | | | Email: | Phone: |   Applications from ex-offenders will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are not ‘spent’ by virtue of the Rehabilitation of Offenders Act 1974.  Have you been convicted of a criminal offence that is not spent?  Please answer YES or NO.  If YES, please give details of date(s), offences(s) and sentence(s) passed. (Attach a separate sheet and enclose in a sealed envelope if preferred)  NB. The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.  **DISCLOSURE OF CONVICTION(S)**  **DECLARATION**   |  |  | | --- | --- | | I declare that the facts set out in this application are, to the best of my knowledge, true and complete and that I am legally entitled to work in the UK.  I understand that false information may disqualify me from employment or result in dismissal. In accordance with the Data Protection Act 1998 I agree to my records being kept on file and a computerised database for 12 months. I consent to my information being used for the purpose of monitoring and to obtain references regarding the details supplied. I understand that my data will not be passed to any third party without my prior consent. | | | Date: | Signature: | |

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