Please type in the grey boxes. These will expand as required

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| **APPLICATION FORM** |
| **Application for the post of** |

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| **1. PERSONAL DETAILS** | |
| **Full name :** | |
| **Preferred name:** | |
| **Address (including postcode):** | **Phone Number:**  **Mobile Number:**  **Email:** |

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| **2. PRESENT OR MOST RECENT EMPLOYMENT** | |
| **Name of Employer:** | **Post Held:**  **Start Date:**  **Leaving Date** (if applicable): |
| **Address of Employer:** |
| *Please give a brief description of your most recent duties and responsibilities and reason for leaving* | |

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| **3. PREVIOUS EMPLOYMENT** | | | |
| **From** | **To** | **Employer name and address** | **Job title, brief outline of key responsibilities, reason for leaving.** *If necessary please continue on a separate sheet.* |
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| **4. EDUCATION AND TRAINING** | | | | |
| *Please include relevant specialist in-house training, short courses, degrees etc. If necessary please continue on a separate sheet.* | | | | |
| **Organisation** | **Course with brief description** | **Qualification** | **Grade** | **Date** |
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| **5. OTHER INFORMATION** | |
| Do you have a current driving licence | Yes  No |
| Do you have use of a car | Yes  No |
| *The above questions are only taken into account if the Job Description states that the post holder is required to drive a Trust vehicle or use their own vehicle in conjunction with the job* | |
| Are you currently eligible for employment in the UK? In order to comply with the Asylum and Immigration Act 1996, any offer of employment will be subject to provision of documentation showing your entitlement to work in this country, e.g. Passport, etc | Yes  No |
| Earliest date at which you could take up any offer of employment |  |
| To help us know where to place advertisements for our vacancies please state which paper or website you **FIRST** saw the advertisement for this role. (Please only put DWT Website if that is where you first became aware of the vacancy) |  |
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| **6. ADDITIONAL INFORMATION** | |
| Please set out clearly how your qualifications, knowledge and experience, skills and personal qualities meet the requirements for this post as set out in the person specification contained within the Job Description.  **We recommend that you do this by listing each item in the person specification separately with a brief explanation of how you believe you meet that requirement.** The shortlist for interview will be based on how well, in the view of the selection panel, candidates match the person specification. | |
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| I confirm that to the best of my knowledge the information given on this form is correct. | |
| **Signature:**  If you submit this application form electronically, without signature, you will still be regarded as confirming that to the best of your knowledge, the information given is correct | **Date:** |