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| **Section 1: Vacancy Details** |  |
| Title of job applying for: | |
| Where did you hear about the vacancy?: | |

The information that you supply on this Form will be treated in confidence.

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| **Section 2: Employment History** | | |  | | |
| Please give details of your employment starting with your present/most recent employment | | | | | |
| From – to: | Name & address  of employer: | Job title: | | Salary/hourly rate: | Reason for leaving: |
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| Main duties/responsibilities - Continue on separate sheet if needed: | | | | | |
| Notice period : | | | | | |

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| From – to: | Name & address  of employer: | Job title: | Salary/hourly rate: | Reason for leaving: |
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| Main duties/responsibilities - Continue on separate sheet if needed: | | | | |

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| From – to: | Name & address  of employer: | Job title: | Salary/hourly rate: | Reason for leaving: |
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| Main duties/responsibilities - Continue on separate sheet if needed: | | | | |

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| From – to: | Name & address  of employer: | Job title: | Salary/hourly rate: | Reason for leaving: |
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| Main duties/responsibilities - Continue on separate sheet if needed: | | | | |

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| From – to: | Name & address  of employer: | Job title: | Salary/hourly rate: | Reason for leaving: |
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| Main duties/responsibilities - Continue on separate sheet if needed: | | | | |

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| From – to: | Name & address  of employer: | Job title: | Salary/hourly rate: | Reason for leaving: |
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| Main duties/responsibilities - Continue on separate sheet if needed: | | | | |

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| From – to: | Name & address  of employer: | Job title: | Salary/hourly rate: | Reason for leaving: |
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| Main duties/responsibilities - Continue on separate sheet if needed: | | | | |

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| **Section 3: Education and Professional Qualifications** | | | | |
| **All relevant qualifications**  Please also indicate subjects currently being studied | | | | |
| Subject/qualification: | Place of Study: | From - to: | Grade/Result: | Year Obtained: |
| **Training and Development**  Please give details of any training and development courses or non-qualification courses which support your application.  Include any on the job training as well as formal courses | | | | |
| Subject/qualification: | Place of Study: | From - to: | Grade/Result: | Year Obtained: |
| Are you registered with a professional body?  Yes  No | | | | |
| Please state: | | | | |
| Level of membership: | | | | |

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| **Section 4: Personal Statement** |  |
| **Abilities, skills, knowledge and experience. Please use this section to explain in detail how you meet the**  **requirements of the Job Description and Person Specification.**  In this section you must ensure that you demonstrate fully how you meet each criteria set out in the person specification  of the post you are applying for including any experience, skills and abilities including any voluntary/unpaid activities. | |
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| All information will be treated in the strictest confidence. | Office use only: |