**First, save this form under another name. To complete this form, point your mouse arrow on to the highlighted portions OR use your tab key to move between the highlighted fields and start typing. You must complete the application form in full, as we do not accept CVs.**

**Please send completed application forms to:** **Patricia.sweeney@ceis.org.uk**

|  |
| --- |
|  Job Application Form |

I would like to be considered for the following vacancy

|  |  |
| --- | --- |
| Vacancy Title: |       |
| Please tell us how you heard about this vacancy: |       |

|  |
| --- |
| Personal details |

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: |       | **First Name:** |       |

|  |  |
| --- | --- |
| Address: |       |
|  |       |
|  |       |

|  |  |
| --- | --- |
| Postcode: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **Home Telephone No.**  |       | **Daytime Contact No.** |       |

|  |  |
| --- | --- |
| **E-mail address:** |       |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **National Insurance No.** |   |   |   |   |   |   |   |   |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you free to remain and take up employment in the UK? | Yes | [ ]  | No | [ ]  |
| You will be required to provide appropriate documentary evidence of this at interview. For examples of acceptable documents please see [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Driving Licence (if relevant to post applied for)**Do you hold a full, clean driving licence valid in the UK? | Yes | [ ]  | No | [ ]  |
| If no, please give details below      |
| Do you own a car or have access to one? | Yes | [ ]  | No | [ ]  |
| **You will be responsible for ensuring that you have the necessary vehicle insurance for use on business (if relevant to post)** |

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| --- |
|  Education/Qualifications |

|  |  |  |  |
| --- | --- | --- | --- |
| **Secondary Education (please list subjects passed)** | **Study Dates** | **Qualification** **and Grade** | **Date Obtained** |
|  |  |  |
| **College/University** | **Study Dates** | **Qualification** **and Grade** | **Date Obtained** |
|       |       |  |       |
| **Ongoing Professional Development** | **Study Dates** | **Qualification** **and Grade** | **Date Obtained** |
|       |       |  |       |

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| **Training and Development** |
| Please use the space below to give details of any training or non-qualification based development which is relevant to the role and supports your application.  |

|  |  |
| --- | --- |
| **Training Course** | **Course Details** **(including length of course/nature of training)**  |
|       |       |

|  |
| --- |
| **Current Membership of any Professional Body/Organisation** |
| Please give details:       |

|  |
| --- |
|  Employment History |
| **Previous Employment:** Please include any previous experience (paid or unpaid), starting with the most recent first. |

**Current or most recent employer**

|  |  |
| --- | --- |
| Name of Employer: |       |

|  |  |
| --- | --- |
| Address: |       |
|  |

|  |  |
| --- | --- |
| Postode: |       |

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| --- | --- |
| Position Held: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |       | Reason for leaving: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Current Salary or Salary On leaving this post: |       | Notice Period or Leaving Date (if no longer employed): |       |

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| --- |
| **Brief description of duties:** |
|       |

**Previous employer**

|  |  |
| --- | --- |
| Name of Employer: |       |

|  |  |
| --- | --- |
| Address: |       |
|  |

|  |  |
| --- | --- |
| Postcode: |       |

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| --- | --- |
| Position Held: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |       | Reason for leaving: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on leaving this post: |       | Notice Period or Leaving Date (if no longer employed): |       |

|  |
| --- |
| **Brief description of duties:** |
|       |

**Previous employer**

|  |  |
| --- | --- |
| Name of Employer: |       |

|  |  |
| --- | --- |
| Address: |       |
|  |       |
|  |

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| --- | --- |
| Postcode: |       |

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| --- | --- |
| Position Held: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Date Started: |       | Reason for leaving: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Salary on leaving this post: |       | Notice Period or Leaving Date (if no longer employed): |       |

|  |
| --- |
| **Brief description of duties:** |
|       |

Continue on separate sheet if necessary

|  |
| --- |
| Information in support of your application |
| **Skills, abilities and experience**Please use this section to demonstrate why you think you would be suitable for the role by reference to the job description and person specification (and by giving examples and case studies). Please include all relevant information, whether obtained through formal employment or voluntary/leisure activities. Attach and label any additional sheets used. |
|       |
| Continue on a separate sheet if necessary |

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| References |

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| --- |
| Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. |

|  |  |  |
| --- | --- | --- |
| **Reference 1** |  | **Reference 2** |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name:      Job Title:      Organisation:      Address:      Contact No:      Email:      How is this person known to you:      Do you wish to be consulted before this referee is approached:

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | [ ]  | No | [ ]  |

 | Name:      Job Title:      Organisation:      Address:      Contact No:      Email:      How is this person known to you:      Do you wish to be consulted before this referee is approached:

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | [ ]  | No | [ ]  |

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We reserve the right to contact any of your other previous employers within the last three years.

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| --- |
|  Declaration |

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| **Declaration**

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| **Statement to be Signed by the Applicant:** **Please complete the following declaration and sign it in the appropriate place below.** **If this declaration is not completed and signed, your application will not be considered.****The information supplied by you as part of the recruitment process will only be accessed by authorised persons of CEIS Group Companies or their agents. The information will be retained by CEIS Group and will be used for the purpose of processing your application. By supplying such information, you consent to CEIS Group storing the information for the stated purpose. If your application is unsuccessful, your personal information will be retained securely for three months from the successful completion of the recruitment process and then confidentially destroyed. The information is processed by CEIS Group in accordance with the provisions of the Current Legislation regarding GDPR2018.****I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.**  |

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|  |  |  |  |
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| Signed: |  | **Date:** |       |
|  |

**We are an equal opportunities employer and are glad to receive applications from anyone, regardless of sexual orientation, sex, race, age, gender or disability.**

**We will require proof of your right to work in the EU before we can confirm any potential offer for this position.**

**If you do not hear from us within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion.**

**No Agencies**

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