

JOB APPLICATION FORM



Please complete this accurately, giving as many details as possible of your skills and experience relating to this job application. Short-listing will be based on the information gathered from this form. You will be advised of the outcome of your application in writing.

Please ensure the finished form is printed out, signed, dated and returned by the closing date to the address given on the last page. We are unable to accept forms returned as email attachments without a signature.

Please print out and complete the form in black ink and BLOCK CAPITALS.

POSITION APPLIED FOR:

Job title:
Department/Region:
Reference number:
Where did you see this post advertised?

I. APPLICANT'S DETAILS

Title:	Surname:	First name:

Home address:
POST CODE:

Telephone nos: please include full STD code
Home:
Work :
Mobile (where possible):
email address (where possible):

Do you hold a current driving licence?	Yes/No
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Is there anything concerning your medical history or state of health that is relevant to your application?	Yes*/No <i>*If you answer Yes please supply details on a separate sheet of paper. We support equal opportunities in the work place.</i>
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Are there any restrictions regarding your employment? e.g do you require a Work Permit?	Yes*/No <i>*If you answer Yes please supply details on a separate sheet of paper</i>
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How much notice do you need to give to your current employer?	
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2. EMPLOYMENT RECORD

Please start with your most recent employment. Briefly describe the main duties and responsibilities of your post. If you wish to expand on specific areas of responsibility, please do so in *Section 5: Experience /skills*.

1. Current/most recent employer/organisation

Name:

Address:

Job Title:

From:

To:

Brief description of duties:

Reason for leaving/changing:

2. Employer/organisation

Name:

Address:

Job Title:

From:

To:

Brief description of duties:

Reason for leaving/changing:

3. Employer/organisation

Name:

Address:

Job Title:

From:

To:

Brief description of duties:

Reason for leaving/changing:

4. Employer/organisation

Name:

Address:

Job Title:

From:

To:

Brief description of duties:

Reason for leaving/changing:

5. EXPERIENCE / SKILLS

This section is for you to give specific information in support of your application. Please set the information out on a maximum of three sides of A4 paper.

After reading the Job Description carefully, consider to what extent you have gained the skills and experience necessary for the job. Your experience need not have been gained in paid employment and may include special interests relevant to the job. It is important that you provide evidence of your achievements by giving examples to support your application. You may wish to use the headings in the person specification in order to set the information out clearly.

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6. REFERENCES

Please give name, address and position/occupation of two referees. One must be your present or most recent employer. References will only be taken up for the successful candidate. Testimonials or references from friends and relatives are not acceptable.

1. Name:
Position:
Organisation:
Address:
Tel:

2. Name:
Position:
Organisation:
Address:
Tel:

7. DECLARATION AND SIGNATURE

The information supplied in this application form is accurate to the best of my knowledge.	
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Signed	Date

By signing and returning this application form you consent to Mike Robertson Associates Ltd using and keeping information about you provided by you – or third parties such as referees – relating to your application or future employment. This information will be used solely in the recruitment process and will be retained for six months from the date on which you are informed whether you have been invited to interview, or six months from the date of interview. Such information may include details relating to ethnic monitoring and disability: these will be used solely for internal monitoring and will not be disclosed to any third party.

Thank you for completing the form.

Please print your completed form and return to:

Mike Robertson Associates Ltd

Freepost NAT21579

Battle

East Sussex

TN33 0BR