|  |  |
| --- | --- |
| **Job Application Form – SECTION B** |  |
|  |
|  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| 11. Vacancy Details | | | |
| Post Ref No |  | Candidate Ref No  (for office use only) |  |
| Job Title |  | Closing Date |  |
| National Insurance No |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| 12. Education Secondary, Further (continue on a separate sheet if required) | | | |
| Name of School/ College/ University | Qualification | Subject | Grade |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 13. Professional Qualification/ Membership of Professional Bodies | | | |
| Name of Professional Body/ Association | Current Level of Membership | Method of Achievement (eg, Application, examination, invitation) | Membership No |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 14. Training and Development (continue on a separate sheet if required) | | | |
| Training | Date Completed | Training | Date Completed |
|  | Click here to enter a date. |  | Click here to enter a date. |
|  | Click here to enter a date. |  | Click here to enter a date. |
|  | Click here to enter a date. |  | Click here to enter a date. |
|  | Click here to enter a date. |  | Click here to enter a date. |
|  | Click here to enter a date. |  | Click here to enter a date. |
|  | Click here to enter a date. |  | Click here to enter a date. |

|  |
| --- |
| 15. Supporting information (continue on a separate sheet if required) |
| Please tell us why you are suitable for the job. You will need to address and provide examples of all points marked on the person specification. IT is advisable to take each point in turn and demonstrate/ evidence how you meet this. This is important, as you will be shortlisted against these criteria. Use this space to tell us any other information you feel to be relevant to your application but please **DO NOT** include a CV |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 16. Current/ Last Employment \*Previous employers may be contacted to validate information provided. | | | | |
| Name of Employer |  | | | |
| Address |  | | | |
| Post Code |  | Tel No | |  |
| Job Title |  | Salary | |  |
| Date From | Click here to enter a date. | Date To | | Click here to enter a date. |
| Brief Description of your Current/ Last Job | | | | |
|  | | | | |
| Reason for leaving/ wanting to leave: |  | | Notice Period |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 17. Previous Employment \*Start with the most recent and continue on a separate sheet if required. If exact date is unknown, please select the first date of the month e.g. 1st July | | | | |
| Name of Employer |  | | | |
| Address |  | | | |
| Post Code |  | | Tel No |  |
| Job Title |  | | Salary |  |
| Date From | Click here to enter a date. | | Date To | Click here to enter a date. |
| Brief Description of your role | | | | |
|  | | | | |
| Reason for leaving: | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Employer |  | | | |
| Address |  | | | |
| Post Code |  | | Tel No |  |
| Job Title |  | | Salary |  |
| Date From | Click here to enter a date. | | Date To | Click here to enter a date. |
| Brief Description of your role | | | | |
|  | | | | |
| Reason for leaving: | |  | | |

|  |
| --- |
| 18. If you have any gaps in your employment or education, please explain them here (continue on a separate sheet if required) |
|  |

|  |
| --- |
| 19. Additional Information |
| Do you hold a UK Driving Licence?  Yes  No  If yes, please specify the type (full, HGV etc) |
| Please note that all offers of employment are subject to receipt of a satisfactory report from the Council’s Occupational Health Advisors. |

Thank you for taking the time to complete this application form.

If you have not received any further communication within 3 weeks of the closing date, you should assume that on this occasion your application has been unsuccessful.