



## Application form

Applications can be hand-written or typed

Position applied for
Name Previous surname (if applicable) Address  Telephone Email
Further Education Institution Qualifications
Secondary Education Institution Qualifications

If you are shortlisted, you will be asked to produce a “specified document” (e.g. a P60, UK or Eire birth certificate, passport) confirming your eligibility to live and work in the UK in accordance with the Asylum and Immigration Act 1996 – Section B

Would you be able to produce such a document?

Yes / No

If so, please give details:

Current employer Address	
Dates of employment Job title Reason for leaving	Gross earnings
Previous employer Address	
Dates of employment Job title Reason for leaving	Gross earnings
Previous employer Address	
Dates of employment Job title Reason for leaving	Gross earnings

<p>Previous employer</p> <p>Address</p> <p>Dates of employment</p> <p>Job title</p> <p>Reason for leaving</p>	<p>Gross earnings</p>
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<p>Name of 1st referee</p> <p>Address</p> <p>Telephone</p> <p>Position</p> <p>Can this person be contacted now?</p>	<p>Yes / No</p>
<p>Name of 2nd referee</p> <p>Address</p> <p>Telephone</p> <p>Position</p> <p>Can this person be contacted now?</p>	<p>Yes / No</p>
<p>Which languages are you proficient in?</p>	
<p>When would you be available for interview?</p>	
<p>If offered this job when could you start?</p>	
<p>Do you have holiday commitments?</p>	
<p>Where did you first hear about this position?</p>	

Do you know anyone in our employment? (Please give names)

Additional information / Do you have any special requirements for interview?

Are you within six months of 65 years of age?

Yes / No

Declaration – please read carefully, then sign and date your application.  
I confirm that the information I have provided is correct

Signed

Date

## Equal Opportunities Monitoring Form

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This is sensitive personal data and will be treated with the utmost confidentiality in line with the requirements of the Data Protection legislation. The data will only be used for general statistical and monitoring purposes. The data will not be taken into account in assessing your application.

**Job Applied For:** \_\_\_\_\_

**Gender**                       Male                                       Female

**Ethnic origin**

How would you describe your ethnic origin? (If 'Other', please specify)

**White**

- British
  - Irish
  - Welsh
  - English
  - Scottish
  - Any Other White Background
- 

**Mixed Heritage**

- White and Asian
  - White and Black Caribbean
  - White and Black African
  - Any Other Mixed Background
- 

**Asian or Asian British**

- Indian
  - Pakistani
  - Bangladeshi
  - Any Other Asian Background
- 

**Black or Black British**

- Caribbean
  - African
  - Any Other Black Background
- 

**Chinese or Other Ethnic Background**

- Chinese

- Other Ethnic Background
- 

**Do not wish to declare my Ethnic origin**

**Age**

- 16-25
- 26-35
- 36-45

- 46-55
- 56-65
- Over 65

**Disability**

Do you consider yourself to have a disability as defined by the Disability Discrimination Act?

- Yes                                       No                                       Do not wish to declare

**Thank you. Please return this form with your application form (post or email)**