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| **Application Form** |

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| **PERSONAL DETAILS** | |
| **Post applied for:** | |
| **Name:** | |
| **Home address *(please also give address for correspondence if different)*:** | |
| **Mobile phone number:** | **Email:** |

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| **EDUCATION AND TRAINING** | |
| **School** | **Qualifications / attainments** |
| **Further / Higher Education** |  |
| **Other training**  **(including NGB qualifications)** |  |

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| **EMPLOYMENT HISTORY**  **Please account for any gaps in your employment history.** | | | | |
| **Dates of Employment** | **Employer** | **Job Title** | **Duties / responsibilities** | **Reason for leaving** |
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| **SUPPORTING INFORMATION**  Please demonstrate how you meet the essential and desirable skills and qualifications set out in the job advert. This may include examples from paid or unpaid work or activities you have undertaken in your personal life.  *This will form part of our shortlisting procedures so please provide much detail as possible.* | | | | |

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| **REFERENCES** |
| Please give the name, relationship, address, email and telephone number of two persons from whom we can obtain references, if you are offered a role. |

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|  | **REFERENCE 1** | **REFERENCE 2** |
| Name |  |  |
| Relationship to you |  |  |
| Company and position |  |  |
| Email |  |  |
| Phone |  |  |
| Address |  |  |

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| **Availability** |
| If offered an apprenticeship, when would you be able to start? |

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| **CRIMINAL RECORD** |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you do please list below.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **DECLARATION** |
| Please confirm the following statements are true by signing the box below.  I confirm that the information provided in this application is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.  I agree that should I be successful in this application, I will be if required to apply to the Disclosure & Barring Service. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.  We take your privacy seriously and will only use your personal information to shortlist your application. We will process this data in accordance with the requirements of the General Data Protection Regulations 2018 and in alignment with our Privacy Policy which can be found on our website.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |