



**EMPLOYMENT HISTORY**

EMPLOYERS NAME AND NATURE OF BUSINESS	POSITION HELD AND SALARY/GRADE ON LEAVING	DATES EMPLOYED:- FROM: TO:	REASON FOR LEAVING

**EDUCATION HISTORY**

SECONDARY SCHOOL ATTENDED	DATES ATTENDED	EXAMINATIONS PASSED	GRADE
COLLEGE/UNIVERSITY ATTENDED	DATES ATTENDED	EXAMINATIONS PASSED	GRADE
TRAINING COURSES ATTENDED			DATES

**REFERENCES**

<p>GIVE DETAILS OF TWO PERSONS WHO WILL PROVIDE A REFERENCE FOR YOU. NEITHER SHOULD BE A RELATIVE AND ONE SHOULD BE YOUR PRESENT, OR IF YOU ARE UNEMPLOYED, LAST EMPLOYER. <b>MAY WE CONTACT YOUR REFEREES BEFORE INTERVIEW?</b></p>			
<i>REFEREE 1</i>	<i>YES/NO</i>	<i>REFEREE 2</i>	<i>YES/NO</i>
NAME:		NAME:	
POSITION:		POSITION:	
ADDRESS:		ADDRESS:	
TEL. NO:	FAX. NO:	TEL. NO:	FAX. NO:

**REHABILITATION OF OFFENDERS ACT 1974**

<p>PLEASE DECLARE ANY CRIMINAL RECORD INFORMATION See Recruitment and Treatment of Ex-Offenders – Information for Candidates</p> <p>If NIL please tick box and sign <input type="checkbox"/> Signed: .....</p>
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**HOBBIES AND SPARE TIME ACTIVITIES**

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**DISABILITY**

DO YOU HAVE A DISABILITY IN RESPECT OF EMPLOYMENT IN THIS POST? YES NO

PLEASE DESCRIBE ANY SPECIAL ADAPTATIONS OR ARRANGEMENTS YOU MAY REQUIRE TO UNDERTAKE THE DUTIES OF THE POST; THESE CAN BE DISCUSSED WITH YOU AT INTERVIEW:

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**ADDITIONAL INFORMATION, WHICH YOU MAY INCLUDE:**

- **YOUR REASONS FOR APPLYING FOR THIS POST**
- **MAIN DUTIES AND RESPONSIBILITIES OF PRESENT EMPLOYMENT**
- **DETAILS OF ANY PREVIOUS RELEVANT EXPERIENCE OR SPECIAL SKILLS AND HOW THEY MEET THE REQUIREMENT OF THE JOB**
- **ANY OTHER RELEVANT INFORMATION**

**DECLARATION**

I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, THE INFORMATION IN THIS APPLICATION IS TRUE.

*Signed:* ..... *Date:* .....

**NB: If this application form has been forwarded to you by e-mail, we will require you to return a completed application by post, duly signed.**

