



Please complete this application form in black ink or type for ease of copying

If you have any difficulties in completing this form please contact us on 01942 498600. You may also wish to submit a CV. Please also complete the equal opportunities monitoring form which is treated as strictly confidential and will not form part of the selection process

**Part A: Personal Information**

Title: Dr / Mr / Mrs / Miss / Ms Other (please specify)	Forename(s):	Surname:
Home address:		Correspondence address: (if different)
Home telephone:	Fax number:	Date of Birth:
Work telephone:	E-mail:	
May we contact you at work? <b>Yes/No</b>	May we contact you by e-mail? <b>Yes/No</b>	
If you are not a UK national you may not be eligible to work in the UK without a Work Permit, or a Right to Work Visa. Please indicate if you require <span style="margin-left: 100px;">A work permit</span> <b>Yes / No</b> <span style="margin-left: 100px;">A right to work visa</span> <b>Yes / No</b>		

**Part B: Education and Training**

Schools / Colleges (attended from age 11)	Dates		Qualifications obtained (O/A levels, GCSE or equivalent)	Date	Grade
	From	To			
Further / Higher education establishment attended	Dates		Course Title	Results (including class of degree)	
	From	To			
Professional training / qualifications, with dates and levels attained:					
Other training /courses attended relevant to this post, with dates:					

**Part C: Present or last employment**

Present or most recent employer, nature of business and address	Dates (month & year)		Position held and nature of duties	Reason for wishing to leave or for having left
	From	To		
Current / most recent salary (salary details will be confirmed with current employer):				
Period of notice required:				

**Part D: Work History**

Give Details of your previous work history (including voluntary or unpaid work) beginning with the most recent post

Dates (from / to)	Name & address Of employer	Position held	Summary of main duties	Reason for leaving if applicable

Please use additional sheet if required

**Part E: Supporting Statement**

In this section please demonstrate how your skills and experience meet the requirements of the job description.

Continue on a separate sheet if necessary

**Part F: Health Declaration**

What absences from work through sickness have you had in the last 2 years ?

Total days absent..... Number of occasions.....

If you have any medical condition which will need to be taken into account during the recruitment process then please inform our administrator on 01942 498600.

**Part G: References**

Please give names and addresses of at least two people (other than relatives or friends) with knowledge of you and your work to whom professional reference can be made. One should be your current or most recent employer. For overseas referees please ensure an email address is included where available.

**Present or most recent employer**

Name and title:	Full address
Position held:	
Telephone:	
Fax:	Email:

**Other Referee**

Name and title:	Full address
Position held:	
Telephone:	
Fax:	E mail

**Other Referee**

Name and title:	Full address
Position held:	
Telephone:	
Fax:	Email:

May we approach your present employer for a reference before interview? If no please ensure you give two other referees.

YES  No

No offer of employment will be made until two references, including that of your current or most recent employer, have been received.

How did you find out about this vacancy?

**Part H: Declaration**

- You are required to sign the declaration below certifying that all the information you have provided is accurate.
- Working Wonders may wish to check any of the details you have provided
- Providing incorrect information or deliberately concealing any relevant facts may result in disqualification from the selection process or, where discovery is made after an appointment, in summary dismissal.

*I declare the information on this form is correct and I have omitted nothing that, to the best of my knowledge, might affect this application.*

Signature.....

Date.....

**Confidential**

## Equal Opportunities Monitoring Form

We are committed to developing positive policies to promote equal opportunities in employment and prohibiting unlawful discrimination on the grounds of sex, marital status, race, colour, national or ethnic origin, disability, sexual orientation and religion.

In order to ensure that these policies are being followed, and for no other purpose, all applicants are asked to provide the following information, which will be treated in the strictest confidence and will not form part of the selection process.

Name: \_\_\_\_\_ Age \_\_\_\_\_

Male / Female \_\_\_\_\_ Vacancy Ref \_\_\_\_\_

What is Your Nationality?

What is your ethnic group?

Choose ONE section from A to E, then tick the appropriate box to indicate your ethnic background (these ethnic categories reflect the 2001 census).

**A White**

British     Irish     Any other White background, please write in.....

**B Mixed**

White and Black Caribbean     White and Black African     White and Asian

Any other Mixed background, please write in.....

**C. Asian or Asian British**

Indian     Pakistani     Bangladeshi     Any other Asian background, please write in.....

**D. Black or Black British**

Caribbean     African     Any other Black background, please write in.....

**E. Chinese or other ethnic group**

Chinese     Any other ethnic group please write in.....

**Disability** Do you consider yourself to be disabled?                      Yes / No

If yes, please give details.....

**Caring Responsibilities** Do you have any caring responsibilities? (e.g. young children, dependant relatives).....

**How did you hear about this vacancy?**

- Newspaper    Title.....     Publication    Title.....
- Web Site    Web Address.....     Job Centre    Location.....
- Internal Advert     Other Employee
- Other Method (please give details)

**Thank you for your assistance.**

The information you supply on this form will be held on a computerised system. The system is registered in accordance with the requirements of the Data Protection Act 1998 and will be used for the sole purpose of personnel management