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Application for Employment

Strictly Private and Confidential

Completed applications should be returned to [vicki.titterington@bjf.org.uk](mailto:vicki.titterington@bjf.org.uk)

|  |
| --- |
| Post applied for: |

1. **Personal information**

|  |  |
| --- | --- |
| Title: Dr / Mr / Mrs / Ms / Miss / Other | Home Address:  Postcode: |
| First Name(s): |
| Surname: |
| Telephone Number:  Mobile Number: | Email address: |
| **Please answer yes or no to the following questions:**  Do you require a work permit for working in the UK? Yes / No    Do you have any current/unspent convictions, cautions, reprimands or Yes / No  warnings or do you have any criminal charges pending?  Have you ever been subject to disciplinary action? Yes / No  Have you ever been dismissed other than through redundancy? Yes / No  If any answer is yes, please give details below: | |

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**2 Current or Most Recent Employment**

|  |  |
| --- | --- |
| Name and address of current or most recent employer: | Job Title:  Date Commenced:  Salary/Wage:  *(You may be required to provide evidence of this upon appointment)*  Period of notice required: |

**3 Description of Present Duties**

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| --- |
|  |
| Reason for leaving or wishing to leave current or most recent employment: |

**4 Employment History** (most recent first)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of employer | Post held and brief summary of duties | Period of Employment | | Reason for leaving |
| From: | To: |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |
|  |  |  | |  |

**Please continue on a separate sheet if necessary**

**5 Education**

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| --- | --- | --- |
| Educational Qualifications | Level | Date Achieved |
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|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Professional Qualifications | Level | Date Achieved |
|  |  |  |
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**6** **Further Details**

|  |
| --- |
| Please give your personal statement in support of your application taking into account the job description and person specification. (1,500 words maximum) |
|  |

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| --- |
| Do you consider yourself disabled under the Disability  Discrimination Act (DDA)? Yes / No / Prefer not to say  Do you have any particular requirements for an interview? Yes / No  If yes please provide details below: |

**7 References**

|  |  |
| --- | --- |
| Please provide the names, addresses and occupations of two people for reference. One of these must be your existing or most recent employer. Any offer of employment will be subject to receipt of satisfactory references. | |
| Name:  Position:  Address:  Postcode:  Tel No:  Email Address:  May we contact them without further reference to you? Yes/No | Name:  Position:  Address:  Postcode:  Tel No:  Email Address:  May we contact them without further reference to you? Yes/No |

**In the event of you being successful in your application, failure to complete the application form accurately to the best of your knowledge may render you liable to action being taken against you under the Disciplinary Procedure with a possibility of dismissal.**

I declare that all the information I have provided is true.

Signed: Date:

**All offers of employment are made subject to receipt of references and identity check which are satisfactory to the Foundation.**

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