



EMPLOYMENT APPLICATION FORM

POST APPLIED FOR:	JOB REFERENCE
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Personal details	Please complete in BLOCK CAPITALS
Title	
Surname	
First names	
Address	
Contact telephone number Email	Post code

Education and qualifications Please give the following details. Continue on a separate sheet if necessary.		
School/college/university	Dates attended	Qualifications gained (including subject, grade and date obtained)

Current or most recent post

Employer

Address

Job Title

Duties

Rates of pay

Date employed from _____ to _____

Reason for leaving

Work history

Give details of your previous work history (including voluntary or unpaid work) beginning with the most recent post. Continue on a separate sheet if necessary.

Dates	Name and address of employer	Position held	Main duties

Other relevant information

Please give your reasons for applying and explain how your experience, skills and training are relevant to the post in question. Please provide any additional information that you feel is relevant to your application. Continue on a separate sheet if necessary.

Disability

Do you have any disabilities that might affect your application?

- Yes
 No

Please tell us if:

- a) there are any reasonable adjustments we can make to assist you in your application;
b) there are any reasonable adjustments we can make to the job itself to help you carry it out.

Criminal convictions

Have you ever been convicted of a criminal offence? (Please note, you are required to detail spent convictions)

- Yes
 No

If yes, please specify below

Work permit

Do you need a work permit to work in the UK?

- Yes
 No

References

Please give the names and addresses of two persons as referees, other than friends or relatives. No approach will be made to your present or previous employers before an offer of employment is made.

1. Name

Address

2. Name

Address

Declaration

I declare that the information contained in this application is correct to the best of my knowledge.

Signature

Date

This application form may be returned by email to julia.tasmer@thomasonline.org.uk
or by post to the following address:

Julia Tasmer
St Anne's House
France Street
BLACKBURN
Lancashire
BB2 1LX