

**For Internal Use only**

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| Application No. |

Application for Employment

Private and Confidential

**Post Details**

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| Post Title | Department | Reference (NMS use): |

**Personal Details**

|  |  |  |
| --- | --- | --- |
| Surname | Initials |  |

**Statement in Support of Application**

Outline your reasons for applying and how your experience, knowledge and skills meet the job description, person specification and key competencies for the post. All the essential criteria must be covered.

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**Driving Details**Outline your current driving licence details including any current points/endorsements.

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**Previous Employment History**

Please give full details of your previous employment, starting with the most recent. Please include details of any time not accounted for (including unemployment)

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| Date of employment  From To | Name and address of Employer | Position held, description of main duties and responsibilities, achievements and reason/s for leaving |
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**Interview Arrangements**

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| Please indicate any adjustments appropriate as well as any dates when you would be unable to attend for interview (we cannot guarantee to avoid these dates but will try to do so). |
| If you have a notice period and/or other commitments which may affect your start date, please indicate below. |

**Declaration**

**I verify that, to the best of my knowledge, the information supplied by me on the Application for Employment and on any additional sheet is correct. I accept that false information or omission may lead to dismissal.**

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| Signature *(initials):* | Date: |