



# APPLICATION FORM

P.O. Box 344  
Histon  
Cambridge  
CB24 9WZ  
01223 232978

<b>Post Applied for:</b>
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Personal Details	
Surname:	Title:
Previous Surname(s):	First Names:
	Date of Birth:
Address:	Contact Telephone No(s):
	Email address:
	NI Number:
Are you a UK citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO               If not, do you have a permit to work in the UK? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Present or Most Recent Employment	
Job Title:	Dates Employed:
Current/Most recent Salary:	Employers name & address:
Key Responsibilities:	
May we contact your employer for a reference?     YES/NO	

Additional Professional Referees – (relatives or friends should not be included)	
Name:	Name:
Occupation:	Occupation:
In what capacity do you know this person?	In what capacity do you know this person?
Address:	Address:
Telephone No.	Telephone No.

<b>Previous Employment – in date order, most recent first</b>			
Dates	Job Title and Key duties	Employers Name & Address	Reason for Leaving

<b>Education and Qualifications – secondary and above (please include professional qualifications)</b>		
Dates	Name & Type of Institution	Examinations Taken and Qualifications Gained

<b>Other Relevant Training Received</b>	
Dates	Details of Training

**Experience, Relevant Skills and Reasons for Applying for this Post (continue on separate sheet if required)**

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Have you ever been convicted of a criminal offence or are you at present the subject of criminal charges?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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If yes, please supply details:
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**Criminal Records Disclosures**

You will be required to make an application to the Criminal Records Bureau for disclosure under the provision of the Police Act (1997). The Project will confirm your identity and submit the application to the CRB, paying the necessary fee. The 1997 Police Act allows employers to obtain this information on people who are being considered for appointment to positions involving work with children, vulnerable adults or other positions of trust.

You must provide details of all convictions including those spent under the Rehabilitation of Offenders Act 1974 and Exceptions Order 1975, cautions, reprimands, warnings, investigations or prosecutions pending.

Please supply details:
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**Declaration**

1. The information I have given on this form is true and accurate to the best of my knowledge.
2. I have read or had explained to me and understand all the questions on this form.
3. I understand that under legislation for a Criminal Record Disclosure, I will be asked to agree to a check being made by the CRB about the existence and content of a criminal record.

<b>Signature</b>	<b>Date</b>