**APPLICATION FORM**

**PERSONAL DETAILS**

| **Candidate Number:** (office use) |
| --- |

| **Position Applied For:**  |
| --- |

| **FULL NAME:**  | **ADDRESS:** |
| --- | --- |
| **Title:** |  |
| **Forename (s):** |  |
| **Surname:** |  |
| **Previous Surname:**  | **Postcode:** |

| **Home Telephone:** |  |
| --- | --- |
| **Mobile:** |  |
| **Email Address:** |  |

| **Current notice period:** |  |
| --- | --- |
| **Where did you hear about the vacancy?** |  |

**REFERENCES**

Please give the name and addresses of at least two persons who have supervised you in a professional capacity who may be consulted regarding your suitability for this post. One reference should be your present or most recent employer. References should cover the current and preceding 5 year period.

**Offer of employment will be subject to the receipt of at least 2 satisfactory references.**

**Referee 1**

| **Full Name:** |  |
| --- | --- |
| **Position:** |  |
| **Company:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Telephone No:** |  |
| **Email Address:** |  |
|  **May we seek references prior to interview?**  |  |

**Referee 2**

| **Full Name:** |  |
| --- | --- |
| **Position:** |  |
| **Company:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Telephone No:** |  |
| **Email Address:** |  |
|  **May we seek references prior to interview?**  |  |

| **Eligibility to work in the UK:** To comply with legislation, all candidates must provide documentary evidence of their right to work in the United Kingdom.  |
| --- |
| Are you legally permitted to work in the United Kingdom? | YES/NO |
| Have you any limitations of which we should be aware in considering your application? | YES/NO |

**DECLARATION**

**TO BE COMPLETED BY ALL APPLICANTS**

By signing and returning this application form, I consent to LMSU obtaining, keeping, using and producing information relating to my application in line with requirements of the Data Protection Act 1998. I understand that if I am appointed this application form will become part of my personnel file and that if I am not appointed, in accordance with the Data Protection Act, all manual and electronic records will be deleted after a period of 6 months from all relevant filing systems.

If it is found that any of the information provided in my application is false or if I have knowingly concealed any fact concerning my eligibility for this post, my name will be withdrawn as a candidate.

I certify the information provided in this application (and any further information enclosed), is correct.

I declare that all entries on this form are correct and complete. I accept that providing deliberately false information may result in my dismissal, if I am appointed.

Signed: …………………………………………………. Dated: ……………………………...

**CURRENT OR MOST RECENT EMPLOYER**

| **Company Name** |  |
| --- | --- |
| **Date from** |  |
| **Date to** |  |
| **Basic salary** |  |
| **Job Title** |  |
| **Brief outline of** **duties** |  |
| **Reason for** **leaving** |  |
| **Period of notice** **required** |  |

**PREVIOUS EMPLOYER 1**

| **Company Name** |  |
| --- | --- |
| **Date from** |  |
| **Date to** |  |
| **Basic salary** |  |
| **Job Title** |  |
| **Brief outline of** **duties** |  |
| **Reason for** **leaving** |  |

**PREVIOUS EMPLOYER 2**

| **Company Name** |  |
| --- | --- |
| **Date from** |  |
| **Date to** |  |
| **Basic salary** |  |
| **Job Title** |  |
| **Brief outline of** **duties** |  |
| **Reason for** **leaving** |  |

| **EDUCATION AND TRAINING** Please note that offers of employment are subject to proof of all relevant qualifications |
| --- |
| **Education**  | **University/College/**  | **Subject & Qualification** **School**  | **Grade** |
|  |  |  |
| **Professional** **Qualifications** | **University or College attended** | **Subject & Qualification**  | **Grade** |
|  |  |  |
| **Training, please enter details of any relevant training not mentioned above**  | **College, Training Body or Organisation and dates attended**  | **Subject & Qualification** |  **Grade**  |
|  |  |  |

**SUPPORTING INFORMATION (maximum 2 sides)**

**Please outline with examples of how you meet the person specifications.**