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Description automatically generated

Application form - Confidential

Post applied for: Click or tap here to enter text.

About you

Title: Click or tap here to enter text.

Forename(s): Click or tap here to enter text.

Surname: Click or tap here to enter text.

Address: Click or tap here to enter text.

Telephone number (landline or mobile): Click or tap here to enter text.

Email address: Click or tap here to enter text.

Do you have a current driving licence? Choose an item.

Do you have access to a car? Choose an item.

If you have a driving licence, what kind is it? Choose an item.

Where did you learn about this vacancy? Click or tap here to enter text.

Are you available for interview on the date in the application pack? Choose an item.

If appointed, when are you available to start work? Click or tap to enter a date.

Why have you applied for this job?

Click or tap here to enter text.

Shortlisting information

Please tell us about the skills and personal qualities you have which will enable you to work successfully in this role.

The person specification in the application pack lists the essential and desirable criteria necessary for doing this job. You do not need to have the desirable criteria at the time of application, but if we receive many applications they may assist us in the shortlisting process.

Click or tap here to enter text.

Secondary education

Please give details of your secondary education including exam or course results

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| --- | --- | --- | --- |
| School/college | Subject | Level and grade | Date (mm/yy) |
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*Please be prepared to provide certificates or proof of attendance*

Tell us about any other achievements during your secondary education:

Click or tap here to enter text.

Further and higher education, and professional development

Please give details of any university course, further education, or professional development activities you have undertaken

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| Institution | Subject | Level and grade | Date (mm/yy) |
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*Please be prepared to provide certificates or proof of attendance*

Public or voluntary commitments

Please give details of membership of public or voluntary bodies and indicate the approximate time commitment required by your role

Click or tap here to enter text.

Employment details

Please give details of your current and relevant prior employment, including key achievements that might help us assess for suitability for the role for which you are applying, starting with the most recent employment and working backwards.

*Current/last employer*

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Position held: Click or tap here to enter text.

Salary: Click or tap here to enter text.

Duties and key achievements: Click or tap here to enter text.

Reason for leaving: Click or tap here to enter text.

Notice period: Click or tap here to enter text.

May we contact your current employer for a reference? Choose an item.

We won’t contact your present employer for a reference without your permission, however any offer of employment will be subject to receipt of satisfactory references. It is our policy to contact all named referees.

Contact name for reference: Click or tap here to enter text.

Email: Click or tap here to enter text.

Does your current contract of employment contain any restrictions that prevent you from competing with your current employer or soliciting its customers after you have left? Choose an item.

If yes, please supply a copy of your contract of employment

*Previous employer (1)*

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Position held: Click or tap here to enter text.

Salary: Click or tap here to enter text.

Duties and key achievements: Click or tap here to enter text.

Reason for leaving: Click or tap here to enter text.

Contact name for reference: Click or tap here to enter text.

Email: Click or tap here to enter text.

*Previous employer (2)*

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Position held: Click or tap here to enter text.

Salary: Click or tap here to enter text.

Duties and key achievements: Click or tap here to enter text.

Reason for leaving: Click or tap here to enter text.

Contact name for reference: Click or tap here to enter text.

Email: Click or tap here to enter text.

Right to work in the UK

Are you legally entitled to work in the UK? Choose an item.

We will review evidence of this before the successful candidate commences work

Interests, hobbies and sports

Please give details of your spare time interests and hobbies, including membership of associations, committees, voluntary work etc.

Click or tap here to enter text.

Health

Do you require any reasonable adjustments for the interview and selection process? Choose an item.

If yes, please give details Click or tap here to enter text.

Data protection

The Data Protection Act 2018 (“the Act”) sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights.

Except to the extent we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application (“the information”) will be used solely for the purpose of assessing your application.

If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring.

If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment.

So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, please sign the consent section below.

I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.

Type name: Click or tap here to enter text.

Date: Click or tap to enter a date.

Confirmation

I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false or misleading statement on this form my future employment can be terminated without notice.

Type name: Click or tap here to enter text.

Date: Click or tap to enter a date.

LDCVS is an equal opportunities employer and will not tolerate discrimination in any form.