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| **Application Form** |

Please complete this form and return it along with your CV and Covering Letter.

**Post Applied For**: **Administrator and Communications Officer**

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| **Personal Details** |

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| --- | --- | --- | --- | --- | --- |
| **First Name:** |  | | **Surname:** |  | |
| **Address:** |  | | | | |
| **Home Number:** |  | | **Work Number:** |  | |
| **Mobile Number:** |  | | **E-mail Address:** |  | |
| **Nationality:** |  | | **National Insurance Number:** | | |
| **Are you allowed to work in the UK?** | YES | NO | **Do you require a work permit?** | YES | NO |

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| **Declaration** |

**In order to comply with the Immigration Act 1996 we are required to see proof of your right to work in the UK. This will be requested once an offer of employment has been made. However, if you require a work permit in order to work in the UK please indicate by ticking this box:**

**Please give details of any criminal convictions you have had, excluding any considered “spent” under The Rehabilitation of Offenders Act 1974 (minor motoring offences should be disregarded):**

**To the best of my knowledge the information on the application form and equal opportunities monitoring form is correct.**

***If emailing this document please type your initials and date this section.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

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| **Referees** |

Please give the name and address of two referees. Where possible referees should have known you at work/school/college and one referee should be your present or most recent employer (if applicable).

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| --- | --- | --- | --- |
| **Name** |  | **Name** |  |
| **Occupation** |  | **Occupation** |  |
| **Address** |  | **Address** |  |
| **Contact number** |  | **Contact number** |  |
| **E-Mail** |  | **E-Mail** |  |

**May we request reference: May we request a reference:**

At any time  At any time

Only after offer of employment  Only after offer of employment