****

**APPLICATION FOR EMPLOYMENT WITH**

**Inspire South Tyneside**

**REF: IST CONFIDENTIAL**

|  |  |
| --- | --- |
| Application for the post of | Closing Date |

**PERSONAL DETAILS (please complete in block letters)**

|  |  |  |
| --- | --- | --- |
| Address | | Surname |
| Post Code | | Forename |
| Home Telephone | Work Telephone | Do you hold a valid full driving licence? |
| Mobile Telephone | | Email |

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**EDUCATION AND TRAINING**

|  |  |  |  |
| --- | --- | --- | --- |
| Educational Establishments | From | To | Results Achieved  details of grades etc, where known |
|  |  |  |  |
| Colleges/Further Education | From | To | Results Achieved  details of grades etc, where known |
|  |  |  |  |
| Membership of Professional Institutes | Year of Election | Admission by Exam? | Details |
|  |  |  |  |
| Other courses attended | From | To | Details |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **PARTICULARS OF PRESENT OR MOST RECENT EMPLOYMENT** | | |
| Name and address of current or most recent employer | Job title: | |
| Date appointed: | Date left: (if approp) |
| Gross annual salary: £ | |
| Reason for leaving: (if applicable) | |
| Notice required: | |

**PREVIOUS EMPLOYMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Address of Employer (indicate type of business training scheme etc) | Position held | Date  started | Date  left | Reason for leaving |
|  |  |  |  |  |
| **VOLUNTARY WORK EXPERIENCE** | | | | |
| Agency | Type of work or duties | Date  started | Date  left | Reason for leaving |
|  |  |  |  |  |

**Please give details of how, in your opinion, your training, experience,**

**knowledge and interests make you a suitable applicant for this post,**

**particularly in relation to the Job Description or Person Specification provided.**

**(If sufficient space is not provided, separate sheets may be attached)**

|  |
| --- |
|  |

Do you consider yourself disabled under the Disability? Yes No

Do you require any particular arrangements if invited

to an interview? Yes No

Please give details.

Please provide the details of **two** persons to whom reference may be made regarding your experience and suitability for appointment to the post. Where applicable at least one of these should be from your present or most recent employer. References will only be taken up where a candidate is to be invited for interview.

1) Name and Address 2) Name and Address

Position or Occupation Position or Occupation

**REFERENCES**

**[Rehabilitation of Offenders Act 1974**

In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to disclose all and any past or pending cautions or convictions, whether spent or otherwise, unless it is either a “protected caution” or a “protected conviction” under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.

Please specify below details of all and any past or pending cautions or convictions, whether spent or otherwise, except for protected cautions or convictions. If you have no past or pending cautions or convictions, please specify “None”.]

Please state where you saw this vacancy

Signature of Applicant Date

Please send complete application forms to:

Charlotte Harrison – [charlotte.harrison@inspiresouthtyneside.co.uk](mailto:charlotte.harrison@inspiresouthtyneside.co.uk)

Inspire South Tyneside

John Hunt House

27 Beach Road

South Shields

Tyne & Wear



NE33 2QA