

**Application for Employment**

Please read this form and related documents carefully before completing.

**Post for which you are applying:**

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| --- |
| Post:Where did you see it advertised? |

**Personal Details**

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| --- | --- |
| Title: | Home address and postcode: |
| First name: |
| Surname: |
| Email address: |
| Home Telephone number: | Mobile telephone number: |

**References**

All offers of employment are subject to satisfactory written references. Please give below the names of two people who we can approach for references, preferably your two most recent employers. Please do not include relatives and friends, although you may give details of someone who knows you in another professional capacity, e.g. from a volunteering role or a teacher/ lecturer.

Please note we will not contact your referees prior to interview and we will ask your permission first.

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Company name and address:E-mail address: | Company name and address:E-mail address: |
| Telephone number: | Telephone number: |

**Current or most recent employment**

Including voluntary roles

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| --- |
| Job title: |
| Start date: | Leaving date/ notice required: |
| Current salary: | Grade (if applicable): |
| Employer's name and address:  |
| Duties, responsibilities, achievements:  |
| Reason for leaving: |

**Employment History**

Please state the most recent first. You may attach additional pages as necessary, providing the same details as indicated below.

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| Job title: |
| Start and end dates: |
| Employer's name and address: |
| Duties, responsibilities, achievements:  |
| Reason for leaving: |

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| Job title: |
| Start and end dates: |
| Employer's name and address: |
| Duties, responsibilities, achievements:  |
| Reason for leaving: |

**Education**

Please state qualifications (for which you will be required to provide evidence).

|  |  |  |
| --- | --- | --- |
| School, college, university or institute attended (including part-time study) | Dates attended:  | Qualifications gained including subjects & grades/ expected results |
|  |  |  |

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| Any other relevant qualifications, voluntary/ community work and courses attended, including membership details and status of any relevant professional or technical association. |
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**General experience and further information**

Please use this section to tell us how you meet each of the requirements of the person specification. Give examples to demonstrate the skills, experience and knowledge you have gained. This should include paid work experience but could also include voluntary work, leisure interests and any other activities that you consider relevant. Please tell us the reason you are interested in this post and in working for the Brain and Spine Foundation. **This section must be no longer than two pages.**

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**General experience and further information**

(continued)

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**Additional information**

|  |  |
| --- | --- |
| If we offered you the job, when would you be able to start work? |  |
| Do you have the right to work in the United Kingdom? Please note that we will require all successful candidates to provide original documentation as evidence of their entitlement to live and work in the UK for the duration of this position. | Yes / No |

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| Do you have any past or current criminal convictions, including 'spent' convictions, cautions, reprimands, final warnings or any pending cases? Yes/ No  |
| If 'Yes', please give details, including dates, in the space below: |

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| --- |
| ***I declare that the information given in this Application Form is true and complete. I understand that any false statement may be sufficient cause for rejection, or if employed, dismissal.*** **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Please return your completed form by email to Jay Armstrong: jeanpierre.armstrong@brainandspine.org.uk