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| --- | --- | --- | --- |
| **Job Title:** | | | **Reference Number:** |
| **Division:** | **Location:** | | |
| **Where did you hear about/see the post?** *(please tick appropriate box)* | | | |
| Newspaper:  *Please specify which paper* | | Website:  *Please specify which website* | |
| Job Centre | | Word of Mouth | |
| Other:  *Please specify* | | | |
| **All applications must be submitted using an application form. You may include a Curriculum Vitae and/or a covering letter as part of your application, as long as you cross-refer to it in the relevant section of the application form.** | | | |

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| 1. **PERSONAL DETAILS**   ***Please complete in full*** | | | | |
| **Surname** | |  | **First Name(s)** |  |
| **Title (Mr, Mrs, Miss, Ms etc)** | |  | **Preferred Name** |  |
| **Address** | | | **Telephone Numbers** | |
|  | | | **Home** | |
|  | | | **Mobile** |  |
|  | | |  |  |
| **Post Code** | | | **email address** |  |
| **Are you aged 16 or over** | **Yes**   **No** | |  |  |

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| 1. **CURRENT OR MOST RECENT EMPLOYMENT**   ***Please complete in full*** | | | | |
| **Name of Employer** |  | | | |
| **Address** | | | | |
|  | | | | |
| **Post Code** |  | **Telephone Number** | |  |
| **Position held** |  | **Salary/Wages** | | **£** |
| **Date appointed** |  | **Notice required** |  | |
| **Please give a brief description of the main duties of this post:** | | | | |
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| 1. **PREVIOUS EMPLOYMENT**   ***You may refer to your CV for this section; all the information requested below must be covered*** | | | | |
| **Please start with your most recent job and continue in chronological order. You should include all paid employment, voluntary work and periods of unemployment since leaving school, college or university.** | | | | |
| **Name and Address of employer/organisation & Nature of Business** | **Job Title and Brief Description of**  **Main Duties and Responsibilities** | **Date From Month/**  **Year** | **Date To Month/**  **Year** | **Reason for leaving** |
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***We reserve the right to approach any of the previous employers listed in this section to confirm the details you have supplied***

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| 1. **EDUCATION, QUALIFICATIONS AND TRAINING**   ***You may refer to your CV for this section; all the information requested below must be covered*** | | |
| **Please give details of your education and qualifications obtained and any training you have had which you feel is relevant to the post. Please include any qualifications which you are studying for now. Please start with the most recent. Proof of qualifications held will be required.** | | |
| **Name of Institution** | **Qualifications/Title of Training Programme/course and brief description, including subjects and grade/level achieved** | **Date Awarded/ Completed** |
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| **5 SUPPORTING STATEMENT** | |
| **Your application is the only means we have to assess your suitability when drawing up a shortlist of applicants**  **for the next stage of selection. After reading the Job Description and Person Specification carefully, please tell**  **us below how you think your skills, experience and knowledge make you suitable for this position.**   * No assumptions will be made, so it is important that you provide evidence of your achievements by giving examples to support your application. * You may wish to use the headings in the Person Specification in order to set the information out clearly. * Should you submit a CV or covering letter please ensure you refer to this below. * Your experience need not have been gained in paid employment and may include special interests relevant to the post.   ***Please continue on a separate sheet if necessary, to a maximum of 2 sides of A4 paper.*** | |
| **b** | *Please leave blank* |

***(Instructions for “checking” boxes below if completing electronically – please double-click on the box you wish to check, and select “Checked” under Default Value section, followed by OK)***

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| **6 ADDITIONAL INFORMATION**  ***Please complete in full*** |
| **Disabilities**  **Both North & West unitary councils wishes to encourage people with disabilities to apply for jobs.**  **If you have a disability (as defined by the Equality Act 2010) and meet the essential criteria for the Post, you will receive an interview.**  **Please tick here if you have a disability**  **You do not have to declare a disability, but you can only be guaranteed an interview (subject to meeting the essential criteria for the job) if you tell us.**  **In relation to any disability, would you require special facilities or assistance at interview?**  **No**  **Yes**  ***If yes please give details:*** |

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| **7 OTHER DETAILS**  ***Please complete in full*** | | |
| *Some posts require the post holder to be able to travel between locations. This does not necessarily mean use of a car; the actual mode of transport can vary depending on the distance to be travelled. Other posts may specify that driving is essential. For this reason you are asked to state whether or not you hold a current driving license.* | | |
| **Are you able to travel freely between locations?**  **Do you have a current driving licence?**  **Do you have access to a vehicle:** | **Yes**  **No**  **Yes**  **No**  **Yes  No** | |
| **Are you eligible to work in the UK?**  **Do you need a work permit to work in the UK?**  ***If yes, when does your current work permit expire?*** | **Yes  No**  **Yes**  **No**   |  | | --- | |  | | |
| **Are you related to any employee of Olympus Care Services?** | **Yes**  **No**  **If yes, please give details** | |
| **Have you been referred to North or West unitary council by a friend/colleague who is a current employee?**  **Yes  No**  **If yes, please provide full name and name of the service in which they work:** | | |
| **We may wish to retain your application for a period of 6 months for consideration should a suitable alternative opportunity arise.** | | **I would like you to retain my details on your files**  **Yes**  **No** |

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| **8 CRIMINAL CONVICTIONS** |

**Some posts, including those that involve working with children and vulnerable adults, will require all applicants to give details of any criminal convictions. If this post falls into this group, you will be required to provide details on a separate questionnaire which will be sent to shortlisted applicants. The provisionally selected candidate for such posts will be required to apply for a criminal records check with the Disclosure & Barring Service at the appropriate level.**

Do you have any criminal convictions or cautions? **Yes  No**

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| **9 REFERENCES**  ***Please complete in full*** |
| **References will only be required for candidates shortlisted for interview. Please give below the names and contact details of two referees who can confirm your work/education/experience and comment on your ability to do the job. You must include as your first referee, a person who writes as a representative of your present or most recent employer. Testimonials from relatives are not acceptable. We reserve the right to ask for further referees if required.** |
| |  |  |  | | --- | --- | --- | | **9.1 REFEREE DETAILS** |  | **9.2 REFEREE DETAILS** | | **Referee Name** |  | **Referee Name** | | **Job Title/Position in organisation** |  | **Job Title/Position in organisation**  *(if applicabl*e) | | **Address**  **Postcode** |  | **Address**  **Postcode** | | **Telephone Number** |  | **Telephone Number** | | **Email** |  | **Email** | | **Name by which you were known to your**  **referee/s if different from now** |  | **Name by which you were known to your**  **referee/s if different from now** | | **Can we contact the above referee**  **prior to the interview?** |  | **Can we contact the above referee**  **prior to the interview?** | |

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| **10 DECLARATION** | |
| **I declare that the information I have provided is a complete and true statement.**  **I understand that any offer of appointment and subsequent employment is conditional on this declaration and if my application is incomplete, untrue or inaccurate, then North & West unitary council shall be entitled to withdraw any offer of appointment or terminate any contract of employment.**  **I understand that the information provided on this application form will be held in both paper and electronic format, used to form the basis of a personnel file and a computerised personnel record, should an offer of appointment be made, and some information will be shared with either North or West unitary council for HR and Payroll purposes.  Further details about data protection will follow with any contract of employment.**  **Signature :** | |
| **Print Name:** | **Date** |

Thank you for your application