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| **Please complete this form in type or black ink** |

**COMMUNITY LEARNING PARTNERSHIPS**

**APPLICATION FOR EMPLOYMENT**

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| **Post applied for** | |  | | | | | | | | | | | | | | | | | | | | | |
| **Where did you see the vacancy advertised?** | | | | | | |  | | | | | | | | | | | | | | | | |
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| **PERSONAL DETAILS** | | | | | | | | | | | | | | | | | | | | | | | |
| Surname |  | | | | | | | | Forename(s) | | | | |  | | | | | | | | | |
| Address |  | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | Postcode | | | |  | | | |
| National Insurance Number | | | | | |  | | | | | | | | | | | | | | | | | |
| Email | | |  | | | | | | | | | | | | | | | | | | | | |
| Home telephone number: | | | | |  | | | | | Mobile: | |  | | | | | | | | | | | |
| Are you subject to UK Immigration Control? | | | | | | | | Yes | | |  | |  | | No | |  |  | | | | | |
| If yes, do you have an unrestricted entitlement to take up employment in the UK? | | | | | | | | | | | | | | | | | Yes | |  | | No |  |  |
| If no please give details | | | |  | | | | | | | | | | | | | | | | | | | |
| Please give details of any unspent criminal convictions | | | |  | | | | | | | | | | | | | | | | | | | |

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| **EDUCATIONAL DETAILS** | | | |
| Please give details of secondary schools, colleges etc (starting with the most recent) | | | |
| Name & address of Institution | Dates | | Qualifications gained with grades |
|  | From | To |  |
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| **TRAINING AND DEVELOPMENT** | |
| Please use the space below to give details of any training or non-qualification-based development which is relevant to the post and supports your application. | |
| Training Course | Course Details (including length of course/nature of training) |
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| **CURRENT MEMBERSHIP OF ANY PROFESSIONAL BODY/ORG** |
| Please give details: |

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| **CURRENT EMPLOYMENT/MOST RECENT EMPLOYER** | | | | |
| Please include any previous experience (paid or unpaid) | | | | |
| Name and Address of Present Employer | | Start Date | Job Title | |
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|  | |  |  | |
|  | | Current Salary | £ | |
|  | | Period of Notice Required | |  |
| Main Duties | | | | |
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| Date left if applicable |  | | | |
| Reason for leaving |  | | | |
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| **PREVIOUS EMPLOYMENT** | | | |
| Name & address of Employer | Dates | | Main Duties |
|  | From | To |  |
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|  |  |  | Reason for leaving |
| Name & address of Employer | Dates | | Main Duties |
|  | From | To |  |
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|  |  |  | Reason for leaving |
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| **FURTHER INFORMATION** |
| Please provide below how you best meet the requirements of the post as outline in the person specification. You should provide examples and evidence of previous relevant experience and how you have used specific skills. Please continue on a separate sheet if necessary **(*maximum of 1 additional side of A4).*** |

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| **REFEREES (one should be current or most recent employer)** | |
| ➊  Name:  Occupation:  Address:  Postcode: Telephone no:  Email:  Relationship: | ➋  Name:  Occupation:  Address:  Postcode: Telephone no:  Email:  Relationship: |

Can your referees be contacted if you are selected for interview? 1. Yes/No 2. Yes/No

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| **OTHER DETAILS** | | | | | | |
| Do you hold a driving licence valid in the UK? | Yes |  |  | No |  |  |
| Do you have access to a vehicle for work use? | Yes |  |  | No |  |  |
| Please give dates when you are not available for interview | | | | | | |
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| **DECLARATION** | | | |
| **Statement to be signed by the applicant**  Please complete the following declaration and sign it in the appropriate place below.  I give consent that the personal data provided within this application can be used by Learning Partnerships to process my employment application and they can hold my personal data in line with General Data Protection Regulation (GDPR) and Data Protection Act 2018.  I understand that the data obtained during the recruitment process will be kept until a final decision on my application has been made and in the event this is unsuccessful my data will be destroyed after a period of three months.  I confirm that all the information given by me on this form is correct and accurate and understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated. | | | |
| Signature |  | Date |  |
|  | | | |

**The personal data provided on this document will be held for recruitment / employment purposes.  It will be processed, stored securely and kept for no longer than is necessary for the purposes in which it is provided, in accordance with the Data Protection Act 2018 and General Data Protection Regulation.**