# Example Application form

Please complete in black ink and use upper and lower case letters.

Please return when completed by email to susan.sutton@medway.gov.uk

Application for [job title]

## Your details

Name:

Address:

Postcode:

Phone:

Email:

## Employment history

### Your current or most recent employer

Name of employer:

Address:

Postcode:

Job title:

Pay:

Length of time with employer:

Reason for leaving:

|  |
| --- |
| Duties:  |

### Previous employers

Please tell us about other jobs you have done and about the skills you used or learned in those jobs.

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|  |

## Education and training

Please give details:

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## Qualifications

Please give details:

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## Supporting statement

Please tell us why you applied for this job and why you think you are the best person for the job.

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## Interview arrangements and availability

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

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Are there any dates when you will not be available for interview?

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|  |

When can you start working for us?

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| --- |
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## Right to work in the UK

Do you need a work permit to work in the UK? Yes / No

## References

Please give the names, contact details including their email address and how you know them, of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

### Referee 1 Referee 2

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## Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name:

Signature:

Date: