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**Application for Employment**

**Cover Sheet**

**POST TITLE: APPLICATION NO: (office use)**

The information provided on this front cover sheet will be treated in the strictest confidence and will under no circumstances be shown to the panel who are selecting for interview. This cover sheet will be detached from the application form before selection for interview.

**PLEASE COMPLETE THE FOLLOWING IN BLACK INK OR TYPE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Candidate Details** | | | | |
| LAST NAME: | |  | | |
| FIRST NAME: | |  | | |
| TITLE: | | *MISS / MRS / MS / MR / DR / OTHER (Please delete as appropriate)* | | |
| ADDRESS:  inc Postcode | |  | | |
| **EMAIL:** | | | | |
| **TELEPHONE:** | | | | |
| HOME/WORK: |  | | **MOBILE:** |  |
|

REFEREES

Please give details of two people (not relatives) who we could approach for references, **one of which should be your current or most recent employer**. Please ensure that you have obtained their permission prior to submission. By completing this section we will assume you have given these referees permission to disclose information about you to us.  **References will only be contacted for successful candidates.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| NAME: |  |  | NAME: |  |
| JOB TITLE: |  |  | JOB TITLE: |  |
| EMAIL: |  |  | EMAIL: |  |
| COMPANY: |  |  | COMPANY: |  |
| ADDRESS: |  |  | ADDRESS: |  |
| Capacity in which you are known to the referee |  |  | Capacity in which you are known to the referee |  |

**Selnet - Application Form**

**POST TITLE: APPLICATION NO: (office use)**

**Education**

Please give details of your full time education

|  |  |
| --- | --- |
| Name of School/College/University | **Qualifications** |
|  |  |

Please give details of any relevant courses attended and qualifications, if any, achieved. Please also detail any current course of study (if any) and anticipated date of completion.

|  |  |
| --- | --- |
| Name and place of course | **Qualifications** |
|  |  |

**Employment History**

Please give any details of jobs you have held starting with your most recent employer and work backwards in chronological order. Include in this any breaks in your employment history and the reasons, ie. travelling, carer responsibilities, returning to study, periods of military service, registered unemployment and temporary/ voluntary employment. **Please provide the duration only, it is not necessary to provides dates.**

|  |  |
| --- | --- |
| **Employer name, address, type of business, salary and notice required** | **Position held, duties, responsibilities and reason for leaving.** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Please use a separate sheet if you need more space**

**Additional Information**

|  |
| --- |
| **Please use up to two additional sheets of paper if needed, but DO NOT ATTACH YOUR CV.**  Please describe why you feel you are suited to the position, (e.g. personal attributes, relevant experience, etc. Refer to the job description and person specification throughout). It is important that you give examples of how you have met the person specification criteria. |
|  |

|  |  |
| --- | --- |
| **Please tell us about your hobbies and interests outside work.** | |
|  | |
| Do you possess a current full driving licence?  (If relevant to the post) | YES / NO |
| **Please give details of any voluntary organisation, committee, council or professional bodies which you are involved with.** | |
|  | |
| Do you have the right to work in the UK? | YES / NO |
| Under the Data Protection Act 1998, Selnet is required to notify applicants and prospective employees on how their data will be processed and used. All of this application form apart from the equal opportunities monitoring form will be retained by Selnet until 31st December 2026 in line with funder requirements. If you are the successful applicant for the post, the application form will become part of your employee record. Some of the data you provide is considered to be Sensitive Personal Data, i.e. sex, race. This information will be used to assist us with recruitment monitoring. It will be held separately from application forms, and anonymously. It may also be held in computer format. **By signing this form you are giving consent to Selnet to use this data in the way described above.**  ***I confirm that the information I have given on this form is correct and complete and that misleading statements may be sufficient for cancelling any agreements made. I confirm I am not subject to immigration control (Asylum and Immigration Act 1996)***  **Signed**: ……………………………………………… **Date: ………………………………………** | |

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| Please return this form to:  **Donna Sadler, Selnet Ltd. Unit F28, Preston Technology Management Centre, Marsh Lane, Preston, PR1 8UQ or via email to** [**donna@selnet-uk.com**](mailto:donna@selnet-uk.com) |

**Please ensure that you have read and checked this Application Form thoroughly, prior to submission ensuring that you have followed the instructions carefully.**