|  |  |
| --- | --- |
| SHG Coat of Arms (With Lettering) | **JOB APPLICATION FORM**  **Part B**  **(CONFIDENTIAL)** |
| **PART B APPLICATION FORM** | |

|  |  |
| --- | --- |
| **POST TITLE/GRADE APPLIED FOR…** | **DATE** |
|  |  |
| **HOW DID YOU FIND OUT ABOUT THE POST?** | **REFERENCE**  *(for office use only)* |
|  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EDUCATION & PROFESSIONAL QUALIFICATIONS** | | | | |
| Please list examinations passed, with subjects, grades and dates.  List any other professional qualifications and those currently being studied | | | | |
| **Institution Name** | **Institution Address** | **Qualification** | **Grade** | **Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TRAINING COURSES**  Please provide details regarding any relevant training courses that you have attended or currently undertaking, together with the date completed or to be completed by. | | | | | |
|  | |  | | | |
| **Course Title** | **Training Provider** | | **Training Provider Address** | **Duration** | **Year completed** |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
| **QUALIFIED BY EXPERIENCE**  If you do not have the essential qualifications for the post, please give details/examples of how you qualify by experience. Ensure enough information is provided to allow an assessment to be made, in the absence of information provided here, we will make an assessment on information provided on the form.  *Qualified by Experience; previous relevant demonstrable experience that shows the role can be undertaken competently in the absence of the qualifications.* | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |
|  | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EMPLOYMENT HISTORY** | | | | | |
| Please list jobs held, starting with your present or last employment. Include any temporary jobs. Please explain any gaps in employment history. | | | | | |
| **Dates**  (From/To) | **Name and Address of Employer** | | **Type of Organisation** | **Position Held** | **Nature of Duties**  (Please give a brief outline of duties and list your **reason for leaving**) |
|  |  | |  |  | **Reason for leaving:** |
|  |  | |  |  | **Reason for leaving:** |
|  |  | |  |  | **Reason for leaving:** |
|  |  | |  |  | **Reason for leaving:** |
|  |  | |  |  | **Reason for leaving:** |
|  |  | |  |  | **Reason for leaving:** |
|  |  | |  |  | **Reason for leaving:** |
|  |  | |  |  | **Reason for leaving:** |
|  |  | |  |  | **Reason for leaving:** |
|  | | *Please continue on a separate sheet if necessary.* | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **KNOWLEDGE, EXPERIENCE, SKILLS & ABILITIES** | | | |
| Please give details/examples of the above (including voluntary work) that may be relevant to the post. Please refer to the person specifications within the job profile. PLEASE DO NOT INCLUDE A CV.  You will be assessed against some/all of the essential criteria indicated within the Job Profile. Ensure enough information is provided to allow an assessment to be made, particularly if you do not have all of the required qualifications but may have equivalent experience. In the absence of information provided here, we will make an assessment on information provided on the form. | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
| *Please continue on a separate sheet if necessary.* | | | |
| **REASONS FOR APPLICATION** | | | |
| Please advise why you have applied for this position. | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
|  | | | |
| *Please continue on a separate sheet if necessary.* | | | |
|  | | | |
| **REFERENCES** | | | |
| Professional references will be sought from your current and relevant previous employers (as appropriate). References should cover a minimum of five years employment history with one being your present or last line manager (if applicable), or tutor. They should not be family members. | | | |
| Please provide names and contact details for referees below.  **I give/do not give permission for my referees to be contacted prior to an interview.** | | | |
|  | | | |
| Name |  | Name |  |
| Capacity in which you know this person. |  | Capacity in which you know this person. |  |
| Dates you have known the person. |  | Dates you have known the person. |  |
| Address |  | Address |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Tel No. |  | Tel No. |  |
| E-mail Address |  | E-mail Address |  |
|  | | | |
| Name |  | Name |  |
| Capacity in which you know this person. |  | Capacity in which you know this person. |  |
| Dates you have known the person. |  | Dates you have known the person. |  |
| Address |  | Address |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Tel No. |  | Tel No. |  |
| E-mail Address |  | E-mail Address |  |
|  | | | |
| Name |  | Name |  |
| Capacity in which you know this person. |  | Capacity in which you know this person. |  |
| Dates you have known the person. |  | Dates you have known the person. |  |
| Address |  | Address |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Tel No. |  | Tel No. |  |
| E-mail Address |  | E-mail Address |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes** |  |  | **No** |  |

**Do you have a current full driving licence?**

|  |
| --- |
| **For what class(es) of vehicle?** |
|  |
|  |