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**Application form**

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| Please complete this form in black ink or black type. A curriculum vitae alone will not be accepted. | Application number (Internal use only) |

|  |  |
| --- | --- |
| Post applied for: |  |
| Location: |  |

## **Personal details**

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| --- | --- |
| **First name:**  |  |
| **Last Name:**  |  |
| **Email:**  |  |
| **Primary Tel No:** (Please indicate if this is a textphone number)(If you are shortlisted, we may contact you by phone.) |  |
| **Secondary Tel No:**  |  |
| **Home address inc. post code:**  |  |

## **Present or last post**

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| --- | --- | --- | --- |
| **Employer:** |  |  | **Main duties and responsibilities:** |
| **Address:** |  |  |  |
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|  |  |  |
| **Position held** (incl. basis): |  |  |
|  |  |  |
| **Current salary:** |  |  |
|  |  |  |
| **Date started:** |  |  |
|  |  |  |
| **Date left (if applicable):** |  |  |
|  |  |  |
| **Reason for leaving:** |  |  |  |

## **Previous posts** (most recent first)

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer:** |  |  | **Main duties and responsibilities:** |
| **Address:** |  |  |  |
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| **Position held** (incl. basis): |  |  |
|  |  |  |
| **Salary (gross):** |  |  |
|  |  |  |
| **Date started:** |  |  |
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| **Date left:** |  |  |
|  |  |  |
| **Reason for leaving:** |  |  |  |

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| --- | --- | --- | --- |
| **Employer:** |  |  | **Main duties and responsibilities:** |
| **Address:** |  |  |  |
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|  |  |  |
| **Position held** (incl. basis): |  |  |
|  |  |  |
| **Salary (gross):** |  |  |
|  |  |  |
| **Date started:** |   |  |
|  |  |  |
| **Date left (if applicable):** |  |  |
|  |  |  |
| **Reason for leaving:** |  |  |  |

## **Other previous posts** (please continue on a separate sheet if necessary)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer** |  | **Date****from** | **Date****to** |  | **Job title** |
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**Education, qualifications and training**

**Please note**: where a specific qualification is an essential requirement in the person specification you will be required to produce original certificates if you are offered the post.

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| **Qualification or course** | **Place of study** | **Date completed** | **Grade achieved (if applicable):** |
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## **References**

## Please give the name and addresses of two referees. One must be your current or most recent employer, or tutor if you are a student or school leaver. Please note references from personal friends or relatives are not acceptable.

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| --- | --- | --- | --- | --- |
|  | Current or most recent employer |  |  |  |
| **Name** |  |  | **Name** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** |  |  | **Position** |  |

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| --- | --- | --- | --- | --- |
| **Organisation** |  |  | **Organisation** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Address** |  |  | **Address** |  |
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| **Telephone** |  |  | **Telephone** |  |

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| **Email** |  |  | **Email** |  |

|  |  |  |
| --- | --- | --- |
| May we contact this referee if you are shortlisted? |  | May we contact this referee if you are shortlisted? |
| Yes [ ]  No [ ]  |  | Yes [ ]  No [ ]  |

## **Additional information**

|  |
| --- |
| If you are shortlisted, you will be asked to produce a “specified document” (e.g. a P60, UK or Eire birth certificate, passport) confirming your eligibility to live and work in the UK in accordance with the Asylum and Immigration Act 1996 – Section B  |

|  |  |  |
| --- | --- | --- |
| **Would you be able to produce documented proof of eligibility to work in the UK?**If ‘yes’ please list the document(s): | Yes / No |  |
| **Are there any restrictions on your right to work in the UK?**If ‘yes’ please state restriction/terms. | Yes / No |  |
| **Other than English, are you fluent in other languages?** Please specify the languages and your level of proficiency: basic / conversational / fluent (written/spoken). | Yes / No |  |

|  |  |  |
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| **Do you have experience in arranging travel**If ‘yes’, please provide further details of your experience. | Yes / No |  |
| **Which IT packages are you proficient in?** Please specify your level of proficiency: basic / intermediate / advanced |  |  |
| **Do you know anyone in our past/present employment?**If ‘yes’, please state the name(s), relationship and their job title: | Yes / No |  |
| **How did you hear about this vacancy**? Please specify which website / newspaper / agency |  |
| **If offered this job, when could you start**?  |  |
| **Please specify any holiday commitments:** |  |

## **Personal statement**

**Please explain why you are applying for this post, stating your relevant experience and skills. Please refer to the job description and person specification and continue on a separate sheet if necessary.**

## Declaration

I confirm that the details given in this form are correct and understand that any false declaration may result in disciplinary action being taken, which could result in my dismissal from post. I hereby explicitly consent to Harrison Parrot holding my personal details within a manual or electronic filing system in relation to the Data Protection Act 1998.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signature** |  |  | **Date** |  |

**Submit your completed application form and Equal Opportunities form to:** **hr@harrisonparrott.co.uk**