

**APPLICATION FORM**

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| **NOTE*** ***Please ensure that all sections are FULLY completed***
* ***Please write clearly in BLACK or BLUE ink***

Applicants for jobs will be treated fairly and with respect irrespective of their colour, race, religion, disability, sexual orientation and age.  |
| **POSITION DETAILS** |
| **Position Applied For:** |
| **PERSONAL DETAILS** |
| **Surname:**  | **First Names:**  |
| **Address:****Postcode:** | **Telephone Number:****Email:** |
| **EDUCATION** |
| **Name of School:**  |
| **Subjects and Type.****Example: Maths GCSE** | **Date to be taken** | **Predicted Grade** |
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| **OTHER COURSES *{Please write below any additional courses you may have completed in or out of school such as First Aid, D of E, Dance etc….}*** |
| **Title of Course:** | **Date completed:** |
| **HOBBIES & INTERESTS**  |
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| **WORK EXPERIENCE {Please state below any previous employment, including work experience.}**  |
| **Company Name:** | **Position Held:** |
| **Date started:** | **Date left:** |
| **Duties undertaken:** |
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| **Company Name:** | **Position Held:** |
| **Date started:** | **Date left:** |
| **Duties undertaken:** |
| **PERSONAL STATEMENT****Please describe the reasons why you feel your qualifications, skills, knowledge and personal qualities make you a suitable candidate for the position you have applied for:** |
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| **ADDITIONAL SKILLS*****Please outline any additional skills you may possess such as IT, Languages, First Aid etc….***  |
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| **DECLARATION** |
| I confirm to the best of my knowledge that all details completed within this form are true and accurate.  |
| **Name {In Print}:****Signature:**  | **Date:** |

**PLEASE RETURN THIS COMPLETED FORM TO YOUR PHSE TEACHER BY XXXXXXX AT THE VERY LATEST.**