

**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:** | | | |
|  | | | |
| **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….*** | | | |
|  | | | |
| **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.**