



**CONFIDENTIAL**  
PERSONNEL USE ONLY

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# Application form

**Position applied for:**

**Job ref no:**

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**Personal details**

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Title: Mr/Mrs/Miss/Ms/Dr/other *(delete as applicable)*

Surname:

Forename/s:

Address:

Postcode:

Home tel no: Mobile no:

Email:

**Education and training details**

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Secondary school/further education	Dates		Examinations gained with grades
	<i>From</i>	<i>To</i>	

Please give details of additional qualifications or training (with dates where possible) including membership of professional bodies.  
*Please continue on a separate sheet if necessary.*

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## Additional information

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### Spare time activities /interests

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Please describe: \_\_\_\_\_

Do you have any business interests or spare time activities directly related to animal welfare? **Yes/No**

*If yes, please give details*

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### Rehabilitation of Offenders Act 1974

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This post is protected by the Act. Have you been convicted of any criminal offence which is not considered 'spent' under the Rehabilitation of Offenders Act 1974? **Yes/No**

*If yes, please give details on a separate sheet and attach in a sealed envelope marked 'Confidential'.*

### Other details

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Do you hold a full current UK driving licence? **Yes/No**

Have you any penalty points or been disqualified? **Yes/No**

*If yes, please give details*

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Do you have any other restrictions on your driving licence? **Yes/No**

*If yes, please give details*

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Do you have a car at your disposal? **Yes/No**

Have you ever held or applied for any other post with the Home? **Yes/No**

*If yes, please give details*

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Do you hold or have you ever held an honorary position with the Home? **Yes/No**

*If yes, please give details*

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### Asylum and Immigration Act 1996

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Are you currently eligible for employment in the UK? **Yes/No**

In order to comply with the Asylum and Immigration Act 1996, any offer of employment will be subject to provision of documentation showing your entitlement to work in this country eg. National Insurance number. Please state what documentation you can provide to demonstrate your entitlement to work in the UK.

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### Where did you see this post advertised?

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**References**

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Please give the names and addresses of at least two employment referees, one of whom should be your current or most recent employer. These should if possible cover a period of at least the last five years. The Home reserves the right to contact your previous employers before an offer of employment has been made. Unless your permission is granted, your present employer will not be approached until an offer of employment has been made and you have left their employment.

	Current /most recent employer	Previous employer	Previous employer
Name			
Position			
Organisation			
Address			
Postcode			
Tel no			

I confirm that the details I have provided on this form are correct to the best of my knowledge and I understand that any contract of employment will be jeopardised if I have misrepresented or omitted any relevant information. I understand if I am appointed information divulged in applications and forms for employment will be kept on file (both manual and computer) for recruitment, monitoring and employment purposes. Information will be stored securely in line with the Data Protection Act 1998.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_