**IMPORTANT READ BEFORE COMPLETION:**

This form operates using embedded spaces. When completing it on a computer, hover your cursor over the space to the right of each question. You will see it become highlighted. Click in the highlight and a space will appear for you to type. Once you have finished typing go directly to the next question by clicking in the next embedded space. Neither the tab nor return button can be used for moving from one question to the next.

**CONFIDENTIAL**

**Date:**

**Post applied for:**

**Publication/source of vacancy:**

Iniva strives to be an Equal Opportunities Employer and is committed to developing positive policies to promote Equal Opportunities in employment and prohibiting unlawful or unfair discrimination. A copy of the Equal Opportunities Policy is attached.

**Note:** The application form plays an important part both in deciding on the shortlist for interview and as the basis of the interview itself. You are required to fully complete the form, answering each question with as much detail as possible.

Click here to enter text.

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| **PERSONAL DETAILS** |
| **Surname:**  **Forename:**  **Address:**  **Email**:  **Telephone no 1:**    **Telephone no 2**:  **Do you require a work permit to work in the UK? Yes:  No:**  If you are invited for an interview and require any special provisions or facilities due to a disability please contact us to make the necessary arrangements. |

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| **PRESENT EMPLOYMENT**  **Please go to the next box if you are currently in training or education.** |
| **Organisation:**  **Job title:**    **Date of Appointment:**  **Current salary:**  **Period of Notice required:**  **Date available for employment:**  **Reason for leaving/seeking other employment:**  **Please give a brief outline of your responsibilities:** |

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| **PRESENT TRAINING/EDUCATION** |
| **Name of host institution/ school etc.:**  **Course:**  **Qualification at end:**  **Date when training/education ends:** |

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| **PREVIOUS EMPLOYMENT**  **Please give your previous work in chronological order, starting with your current (or most recent) post and working back.** | | | |
| **Name and address of employers (most recent first)** | **Dates of employment** | **Job title and brief outline of main responsibilities** | **Reason for leaving** |
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**Please continue on a separate piece of paper if necessary**

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| **PERSONAL STATEMENT**  **Please write a statement showing how you meet the requirements for the post you are applying for, ensuring as much as possible that you answer the full description of the role. Include any information relating to your skills, experiences and interests that you feel is relevant. You should write not more than 2 sides for this section.** |
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| **EDUCATION, TRAINING &PROFESSIONAL QUALIFICATIONS**  **Please give details of education, qualifications and any formal training received** | | |
| **School, university, training centre e.t.c.** | **Qualifications obtained/experience gained** | **Date obtained** |
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**Please continue on a separate piece of paper if necessary**

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| **REFEREES**  **Please give the name and address of two referees. Where possible referees should have known you at work/school/college and one referee should be your present or most recent employer (if applicable)** | |
| **Name:**  **Address:**  **Telephone Number:**  **Email Address:** | **Name:**  **Address:**  **Telephone Number:**  **Email Address:** |
| **Occupation:** | **Occupation:** |
| **May we request a reference at any time?** (click in the correct box)  **Yes:  No:** | **May we request a reference at any time?**  **Yes:  No:** |
| **Please give details of any criminal convictions you have had, excluding any considered “spent” under The Rehabilitation of Offenders Act 1974. Minor motoring offences should be disregarded. Any information given will be considered only in relation to an application for a position to which the order applies. Failure to disclose such information could result in subsequent dismissal or disciplinary action by Iniva:** | |

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| **DECLARATION** |
| **The details given on this application are correct to my knowledge and belief. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information. I understand that the information may be used for registration purposes under the Data Protection Act 1998. Unsuccessful applications will be destroyed after 12 months.**  **Signature:**   **Date:** |

*Receipt of application forms will not be acknowledged*