**Email:** [**contactus@sunderlandvsa.co.uk**](mailto:contactus@sunderlandvsa.co.uk)

**Website:** [**www.sunderlandvsa.co.uk**](http://www.sunderlandvsa.co.uk)

# A P P L I C A T I O N F O RM

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| Details of Post |
| For which post are you applying? |
| How did you learn about this vacancy? |

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| 1. **Personal Details** | |
| First Names | Address  ……………………………………………………  ……………………………………………………  ……………………………………………………  Post Code…………..…………………………. |
| Last Name |
| National Insurance No. | Tel. No. (Home) including area code |
| Mobile No. | Email |
| Tel No. (Work) including area code | May we telephone you at work?  Yes **** No **** |
| In order to comply with the Asylum & Immigration Act 1996 we require appropriate documentary evidence of authorisation to work, e.g. National Insurance No.  You will also be required to produce a British/EU passport.  Do you require a work permit to work in the UK Yes **** No ****  If YES, please give details………………………………………………….…………………………  …………………………………………………………………………………………………………… | |

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| 1. **Declaration** | |
| **I understand that the information given on this form is true and correct and understand that any deception could result in instant dismissal.** | |
| Signed | Date |

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| 1. **Car Owner** |
| Do you have a current full, clean driving licence? Yes **** No ****  Do you own/have access to a car for work? Yes **** No ****  Number of years licence held ……………………………………………………… |

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| 1. **Employment History** | |
| Please give details of your present/most recent employer. | |
| Job Title | Employment Status  Full time **** Part time ****  If part time, state number of hours worked. |
| Salary |
| Employer’s Name |
| Date appointed | Employers Address  …………………………………………………………………………………………………………  …………………………………………………… Post Code………..……………………………. |
| Date of leaving |
| Reason for leaving |
| Period of notice required by current employer |
| Brief description of main duties and responsibilities | |

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| **8. Employment History cont.** | | | | | |
| Name and address of employer | Dates from  and to | Position held and outline of responsibility | Reason for leaving | Full/  Part-time | Pay/  benefits |
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| 1. **Referees** | |
| *Please give names and addresses of two referees. One should be your present or most recent employer. Only business email contacts should be used.* | |
| Reference 1 – should be current/last employer  Name…………………………………………….  Position Held…………………………………..  Organisation…………………………………….  Email address…………………………………  (Business email only)  Postcode………………………………………  Tel. No. ………………………………………….  Capacity in which you know referee  ……………………………………………………  Please tick the box if you do not wish referees to be contacted unless you are offered the post. **** | Reference 2  Name…………………………………………….  Position Held…………………………………..  Organisation…………………………………….  Email address…………………………………  (Business email only)  Postcode……………………………………….  Tel. No. ………………………………………….  Capacity in which you know referee  ……………………………………………………  Please tick the box if you do not wish referees to be contacted unless you are offered the post. **** |

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| 1. **Secondary & Further Education** | | | | |
| Name and address of schools/colleges | Dates from  and to | Subjects taken | Grade (GCSE, A-Level or equivalent | Level Attained |
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| 1. **Higher Education & Professional Qualifications** | | | |
| \**Please state whether attained/expected* | | | |
| Name & address of University/college | Dates from  and to | Qualifications | Class attained/  expected\* |
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| 1. **Training & Experience** | | |
| *Please include any training courses/voluntary work and non-paid work.*  *\*Please state whether attained/expected.* | | |
| Dates from and to | Description of course/work | Qualification\*  (if applicable) |
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| 1. **Experience & Skills - no more than 2 A4 pages** |
| *This is an opportunity to draw attention to your experience, skills and aspects or your career, study, training, interests and ambitions which meet the requirements of the post as described in the* ***Person Specification*** *where application form (AF) is highlighted.* |
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| 1. **Additional Information - no more than 2 A4 pages** |
| *Please list any other information relevant to your application not covered elsewhere on the form, e.g. public service/duties.* |
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*About your data*

*Your privacy is important to us.*

*Only authorised employees have access to submitted job applications and we will never supply any personal data it holds for this purpose to any third party.*

*The personal data you provide will be used to assess your application for employment. Should your application be successful, the information collected will become part of your employment record.*

*If your application is unsuccessful, your application form and other any other personal data acquired over the recruitment process will be shredded or otherwise destroyed securely at the end of the data retention period. The Equal Opportunities Monitoring Form is anonymous and will be detached and kept for one year in order to assist us with our recruitment and selection processes.*