



## Part A: Personal details

Post you are applying for: \_\_\_\_\_

Title: Mr  Mrs  Miss  Ms  Other: \_\_\_\_\_

Full name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

National Insurance no.: \_\_\_\_\_

Are you free to take up employment in the UK  
with no current immigration restrictions? Yes  No

Do you need a work permit  
to work in the UK? Yes  No

## Part B: Employment history

Start with your most recent job and work back. Continue on a separate sheet if necessary.

Employer	Start date	End date	Position held and description of duties	Reason for leaving



**Part C: Education**

Start with your most recent and work back. Continue on a separate sheet if necessary.

School, college, university or other place	Start date	End date	Course studies and qualifications achieved

**Part D: Training**

Start with your most recent and work back. Continue on a separate sheet if necessary.

Institution or awarding body	Start date	End date	Institution or awarding body



---

**Part E: Supporting statement**

State how your skills, experience and achievements make you a suitable applicant for this post. Include details of relevant unpaid work. *Read the person specifications before writing your statement.*



## Part F: References

Give details of two people who are able to provide references as to your suitability for the post. The first referee must be your current or last employer. Do not name your friend or family member.

Employer name: \_\_\_\_\_

Position/relationship: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Telephone \_\_\_\_\_

Email address: \_\_\_\_\_

Can we approach your current employer for a reference before the interview? Yes  No

2<sup>nd</sup> referee name: \_\_\_\_\_

Position/relationship: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Telephone \_\_\_\_\_

Email address: \_\_\_\_\_

## Part G: Declarations

Are you connected or related to any trustee or employee of the ELMT? Yes  No

If yes, state the \_\_\_\_\_

names and relationships: \_\_\_\_\_

Do you have any financial interest that might conflict with the duties of this post? Yes  No

If yes, give brief details: \_\_\_\_\_

\_\_\_\_\_

Have you been convicted of a criminal offence which is not spent under the Rehabilitation of Offenders Act 1974? Yes  No

If yes, give brief details: \_\_\_\_\_

\_\_\_\_\_

*For some posts the ELMT will require a satisfactory DBS check before appointment.*

I declare that, to the best of my knowledge, the information I have given on this form is correct and can be treated as part of any subsequent contract of employment:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_