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| **PART B** | | | **APPLICANTS REFERENCE NO:** | |  |
| Post Title (same as first page) |  | | | | |
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| **Present Job** | | | | | |
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| Employer’s Name and Address: |  | | | | |
|  | | | | | |
| Job Title: |  | | | | |
| Salary/Wage: |  | | | | |
| Date Commenced: |  | | | | |
| To whom do you report:  (Job Title) |  | | | | |
| What staff (if any) report to you? |  | | | | |
| Period of notice required: |  | | | | |
| Brief outline of duties: |  | | | | |
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| Previous Employers (most recent first), please account for any gaps in your education or employment history | | | | | |
| **Employer and Job Title**  with full address | | **Date of Employment**  From To | | **Reason for leaving** | |
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|  | | | | | **APPLICANTS REFERENCE NO:** | | |  | |
| **Relevant Educational, Vocational, Professional Qualifications or Training Courses**  (most recent first) | | | | | | | | | |
|  | | | | | | | | | |
| **Educational Establishment or Course Organiser** | | **Qualifications**  (where applicable) | | | | **Grade** | **Date Achieved** | | |
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| **References**  Please supply the names and contact details of the two referees who can comment on your suitability for this position. One should be your current or most recent employer. If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in work with children. References will not be accepted from relatives, or persons who only know you as a friend. | | | | | | | | | |
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|  | 1. | |  | 2. | | | | |  |
| e-mail:  Tel No: | | e-mail:  Tel No: | | | | |
| Please note that we will contact the above referees if you are short listed for this post and seek references before interview. Also, in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. | | | | | | | | | |

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|  | | **APPLICANTS REFERENCE NO:** | | |  |
| **How you meet the essential requirements** | | | | | |
| Please state clearly how you meet all of the essential requirements listed on the Person Specification. Please see the Information to Candidate document for advice on how best to complete this section. | | | | | |
|  | | | | | |
| Please continue on a separate sheet if necessary | | | | | |
|  | | **APPLICANTS REFERENCE NO:** | | |  |
| **Disability – Reasonable Adjustments** | | | | | |
| Do you require us to make any reasonable adjustments that will help you to demonstrate your full potential in the recruitment process? If yes, please give details. | | | | | |
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| **Declaration of Relationship** | | | | | |
| If you have any relationship with any Councillor or senior employee of the Council, please state the name(s) and nature of relationship(s). | | | | | |
|  | | | | | |
| **Note:** If you canvas any Councillor, Committee or Senior Officer of the Council, directly or indirectly for this appointment, or if you fail to disclose a relationship, you will be disqualified from appointment and if already appointed, you will be subject to disciplinary proceedings and liable to dismissal without further notice. | | | | | |
| **Declaration** | | | | | |
|  | | | | | |
| I confirm that all of the information given on this application form is correct and complete. | | | | | |
| Signed: |  | | Date: |  | |

**Note: If you provide false information on any part of this form, you will be disqualified from appointment and if already appointed, you will be subject to disciplinary proceedings and liable to dismissal without further notice.**

**Note: If you return this form via email you are indicating your intention to comply with the above declaration. You will be required to sign the declaration if you are subsequently invited to interview or appointed to the post.**

**Note: Please ensure you return Part A, Part B and Part C for your application. Failure to do so will prevent us from considering your application for the position.**