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# APPLICATION FOR EMPLOYMENT

**SECTION 1: PERSONAL DETAILS**

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| **Candidate Number:**  (office use) |

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| **Position Applied For:** |

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| **FULL NAME** | **PRIVATE ADDRESS** |
| **Title:** |  |
| **Forename (s):** |  |
| **Surname:** |  |
| **Previous Surname:** | **Postcode:** |

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| --- | --- |
| **Home Telephone:** |  |
| **Mobile:** |  |
| **Email Address:** |  |

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| **Current notice period:** |

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| **Where did you hear about the vacancy?** |

**REFERENCES**

Please give the name and addresses of at least two persons who have supervised you in a professional capacity who may be consulted regarding your suitability for this post. One reference should be your present or most recent employer. References should cover the current and preceding 5 year period.

Offer of employment will be subject to the receipt of at least 2 satisfactory references.

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| **Referee 1** | |
| **Full Name:** |  |
| **Position:** |  |
| **Company:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Telephone No:** |  |
| **Email Address:** |  |
|  |  |
| |  |  | | --- | --- | | **Referee 2** |  | |  |
| **Full Name:** |  |
| **Position:** |  |
| **Company:** |  |
| **Telephone No.** |  |
| **Email Address:** |  |
|  |  |
| **Referee 3** |  |
| **Full Name:** |  |
| **Position:** |  |
| **Company:** |  |
| **Telephone No:** |  |
| **Email Address:** |  |
|  |  |

May we seek references prior to interview? Yes/No

(Delete as appropriate)

**DECLARATION**

**TO BE COMPLETED BY ALL APPLICANTS**

By signing and returning this application form, I consent to Samaritans obtaining, keeping, using and producing information relating to my application in line with requirements of the Data Protection Act 1998. I understand that if I am appointed this application form will become part of my personnel file and that if I am not appointed, in accordance with the Data Protection Act, all manual and electronic records will be deleted after a period of 3 months from all relevant filing systems.

If it is found that any of the information provided in my application is false or if I have knowingly concealed any fact concerning my eligibility for this post, my name will be withdrawn as a candidate.

I certify the information provided in this application (and any further information enclosed), is correct. I declare that all entries on this form are correct and complete. I accept that providing deliberately false information may result in my dismissal, if I am appointed.

Signed: ……………………………………………………. Dated: ……………………………...

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| **Candidate Number:** (office use) |

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| --- | --- |
| **Position Applied For:** | **Post Reference No:** |

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| **CURRENT OR LAST EMPLOYER** | |
| **Company Name** |  |
| **Type of business** |  |
| **Date from** |  |
| **Date to** |  |
| **Basic salary** |  |
| **Job Title** |  |
| **Brief outline of duties** |  |
| **Reason for leaving** |  |
| **Period of notice required** |  |
| **PREVIOUS EMPLOYER 1** | |
| **Company Name** |  |
| **Type of business** |  |
| **Date from** |  |
| **Date to** |  |
| **Basic salary** |  |
| **Job Title** |  |
| **Brief outline of duties** |  |
| **Reason for leaving** |  |
| **PREVIOUS EMPLOYER 2** | |
| **Company Name** |  |
| **Type of Business** |  |
| **Date from** |  |
| **Date to** |  |
| **Basic salary** |  |
| **Job Title** |  |
| **Brief outline of duties** |  |
| **Reason for leaving** |  |
| **PREVIOUS EMPLOYER 3** | |
| **Company Name** |  |
| **Type of Business** |  |
| **Date from** |  |
| **Date to** |  |
| **Basic salary** |  |
| **Job Title** |  |
| **Brief outline of duties** |  |
| **Reason for leaving** |  |
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| **EDUCATION AND TRAINING**  **Please note that offers of employment are subject to proof of all relevant qualifications** | | | | | |
| **Education** | **University/College/ School** | | | **Subject & Qualification** | **Grade** |
|  | | |  |  |
| **Professional Qualifications** | **University or College attended** | | | **Subject & Qualification** | **Grade** |
|  | | |  |  |
| **Training, please enter details of any relevant training not mentioned above** | **College, Training Body or Organisation and dates attended** | | | **Subject & Qualification** | **Grade** |
|  | | |  |  |
| **OUTSIDE INTERESTS/HOBBIES** | | |
| **Please give details of hobbies and interests** | |  | | | |
| **VOLUNTEERING** | | |
| **Please give details of any volunteering activity that you currently undertake and who for** | |  | | | |

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| **PREVIOUS APPLICATIONS** | |
| **Have you applied for paid employment with Samaritans before? If so please enter details of the positions which you have applied for.** |  |
| **DATA PROTECTION** | |
| **It is our policy to retain details of all unsuccessful applicants for positions at Samaritans for six months from the date of the advertisement. If you do not wish us to retain your details in this way, please contact the Human Resources Department and we will dispose of your application form** | |

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| **SUPPORTING INFORMATION** |
| **This section must be completed or your application will have not met the job description or competencies for the post you are applying for.** |
| Please address each criteria of the job description (**Education & Qualifications and Skills, Knowledge & Experience**), in order, ensuring that you give relevant examples of how you meet each criteria/competencies.(please use additional sheet where necessary) |