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| cid:image001.png@01CF2195.817E5E60**APPLICATION FORM**  **POST:** |

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| Please complete all fields in this form using black ink or type.  When completing the form electronically, please use Arial font, size 10.  Applications received after the closing date will not be considered. |

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| **PERSONAL DETAILS**  **SURNAME/FAMILY NAME: NAME:**      **ADDRESS: POST CODE:**  **TELEPHONE NUMBERS:**  **Private: Work:**      **Mobile: E-mail:**  **Do you own a car? (Yes/No) Have you a current Driving Licence? (Yes/No)**  **Type of Licence (give details: Full, Provisional, HGV etc.)**  **Have you any current endorsements? (give details: SP30 etc.)**  **When will you be available to take up employment? (give date):**      **Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK?**        **If you are successful in your application, would you require a work permit to work in the UK? (Yes/No)**    **Do you undertake any Public duties? (give details: JP, local councillor, school governor etc.)**  **Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act 1974)**    **Yes/No If yes, please give details** |

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| **HEALTH**    **Are you in good health? (Yes/No)**  **Are there any disabilities which may affect your application? (Yes/No)**    **If yes, please describe disabilities and**   1. **any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job** 2. **any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job** |

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| **REFERENCES**  **Please give the name, address, position and contact details of two referees, neither of whom should be a family member or relative. One of these should be your current or, if you are unemployed, most recent employer. If you have not previously been employed, please give the name of a responsible person who knows you well, such as a teacher/lecturer or community leader.**  **NAME: NAME:**  **POSITION: POSITION:**  **ADDRESS: ADDRESS:**    **TELEPHONE: TELEPHONE:**  **E-MAIL: E-MAIL:** |

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| **PROFESSIONAL MEMBERSHIPS**  **Please give details of your membership of any relevant professional bodies.**  **NAME OF PROFESSIONAL BODY: NAME OF PROFESSIONAL BODY:**  **CLASS OF MEMBERSHIP: CLASS OF MEMBERSHIP:**  **MEMBERSHIP NUMBER: MEMBERSHIP NUMBER:**  **YEAR MEMBERSHIP AWARDED: YEAR MEMBERSHIP AWARDED:** |

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| **EDUCATION & QUALIFICATIONS**  **Please list most recent first** | | | |
| **Qualification/Level** | **Subject** | **Establishment** | **Grade** |
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| **FURTHER TRAINING & DEVELOPMENT**  **Please list most recent first** | | | |
| **Level** | **Subject** | **Training Provider/Organising Body** | **Year Obtained** |
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| **LANGUAGES**  **Do you speak or read a foreign language? (Yes/No)**    **If yes, please give details:** | | | |

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| **EMPLOYMENT**    **CURRENT (OR MOST RECENT) POSITION:**  **COMPANY NAME & ADDRESS:**  **DATE APPOINTED: SALARY: NOTICE REQUIRED:**    **REASON FOR LEAVING:**  **Please give a brief outline of duties and responsibilities:** |

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| **PREVIOUS EMPLOYMENT**  **Please give brief details of your previous employment, commencing with the most recent.** | | | |
| **JOB TITLE** | **DATE APPOINTED** | **DATE OF LEAVING** | **EMPLOYER’S NAME & ADDRESS** |
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| **Outline of duties & responsibilities:** | | | |
| **Reason for leaving:** | | | |
| **JOB TITLE** | **DATE APPOINTED** | **DATE OF LEAVING** | **EMPLOYER’S NAME & ADDRESS** |
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| **Outline of duties & responsibilities:** | | | |
| **Reason for leaving:** | | | |

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| **PREVIOUS EMPLOYMENT**  **Continue on a separate sheet if necessary.** | | | |
| **JOB TITLE** | **DATE APPOINTED** | **DATE OF LEAVING** | **EMPLOYER’S NAME & ADDRESS** |
|  |  |  |  |
| **Outline of duties & responsibilities:** | | | |
| **Reason for leaving:** | | | |
| **JOB TITLE** | **DATE APPOINTED** | **DATE OF LEAVING** | **EMPLOYER’S NAME & ADDRESS** |
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| **Outline of duties & responsibilities:**  . | | | |
| **Reason for leaving:** | | | |

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| **OTHER INTERESTS**  **Please include membership of any clubs, societies or voluntary work you undertake which may be relevant to this post.** |

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| **INFORMATION TO SUPPORT YOUR APPLICATION**  **Please support your application by describing what particular experience, skills and abilities you can bring to this job, gained either through work, education, home or voluntary activities.**  **This is your opportunity to tell us about yourself and why you are applying for this post. Take care to explain what you have done in your present and previous jobs, or outside work and how it is relevant to this post, paying particular attention to the Job Description and Person Specification. You may attach extra sheets if necessary, but no more than 4 x A4 sheets** |

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| **DECLARATION**  **I authorise the organisation to obtain references to support this application once an offer of employment has been made and accepted and I release the organisation and referees from any liability caused by giving and receiving information.**  **I confirm that the details given on this application form are correct to the best of my knowledge and belief and that the information may be used for registration purposes under the Data Protection Act 1998.**  **I understand that deliberately giving false or incomplete answers, the canvassing of any staff of Rochdale Development Agency or its Board Members would disqualify me from consideration or, in the event of my appointment, make me liable for dismissal without appointment.**  **SIGNATURE: DATE:** |

**Please complete the Equal Opportunities Monitoring Form on the next page.**

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| cid:image001.png@01CF2195.817E5E60**EQUAL OPPORTUNITIES MONITORING FORM**  **(PRIVATE & CONFIDENTIAL)** |

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| Please complete all fields in this form using black ink or type.  Rochdale Development Agency aims to be an Equal Opportunities employer and treat all employees and applicants fairly. To ensure these equality policies and procedures are working effectively within the company we would ask you to complete this form. Please note, the provision of information in this form is entirely voluntary and, if you chose not to do so, this will not be held against you when considering your suitability for the job. This information will be treated in the strictest confidence. |

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| **Post applied for:**  **Date applied:**  **Where did you see this position advertised?**  **Male: Female:**  **Ethnic origin:**  **White**  ***British* *Irish*  *Other***        **Black/Black British**  ***African*  *Caribbean Other***  **Asian/Asian British**  ***Bangladeshi* *Indian* *Pakistani* *Other***  **Mixed Background**  ***Asian & White Black African & White Black Caribbean & White Other***      **Chinese/Chinese British**      ***Chinese/Chinese British Other*** |