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| **Post applied for** |  |
| **When would you be able to start?** |  |
| **Where did you hear about the vacancy?** |  |
|  |
| **Personal Details** |
| **Full Name** |  |
| **Address** |  |
| **Telephone numbers**  | **Home****Mobile** |  |
| **What number can we contact you on during office hours:** |  |
| **Email** |  |

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| **Work permits** |
| Are there any restrictions to your residence in the UK that might restrict your right to take up employment in the UK? | Yes |  | No |  |
| **Details** |

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| **Due to a disability or health condition, please let us know of any reasonable adjustments required that will enable you to attend an interview.** |
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| **Education and Training**  |
| **Name of school/ college/ university** | **Examinations passed*****(subjects/ credits/ honours)*** | **Years** **from/ to** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| (please add rows as required) |

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| **Details of any further training:***(Please include all courses relevant to this position and give dates of attendance)* |
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|  |  |
|  |  |
| (please add rows as required) |

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| **Employment** (please work backwards from most recent)  |
| **Is this your current role**  |  | **or your most recent role** |  | **?** |
| **Dates of employment:**  |
| **Employer’s name and** **nature of business** | **Position held and concise outline of your duties** (please increase box size as required) |
|  |  |
| **What was your principal achievement in this position?** | **Reason for leaving/wishing to leave** | **Salary** |
|  |  |  |

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| --- | --- |
| **Employer’s name and** **nature of business** | **Brief description of position held and details of duties** |
|  |  |
| **Dates employed** |  |
| **Reason for leaving** |  |
| **Employer’s name and** **nature of business** | **Brief description of position held and details of duties** |
|  |  |
| **Dates employed** |  |
| **Reason for leaving** |  |
| (please add rows as required) |

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| **Personal Statement** |
| **Please explain why you believe you are right for this role and what attracts you to working for Duncan Place.***Please include details of any relevant skills, knowledge and experience which support your application for the role as described in the job description and person specification**(please continue on further pages as necessary)* |
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| **References** |
| Please provide details of two references, one of which must be your current employer or your last employer if you are not currently working. We cannot accept references who are family members or people you only know as friends. We will take up references upon an offer of employment being made. |
|  | **Referee 1** | **Referee 2** |
| **Name:** |  |  |
| **Job title:** |  |  |
| **Company:** |  |  |
| **Address:** |  |  |
| **Telephone Number:** |  |  |
| **Email:** |  |  |
| **Relationship to you:** |  |  |

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| **Declaration** |
| In accordance with data protection laws, namely the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679, I understand that the information in this form is to be processed in by Duncan Place in accordance with the Duncan Place Privacy Notice for candidates for the purposes of recruitment and employment. I understand that if l am not appointed this information will be destroyed after a period of six months. Paper files will be cross shredded and electronic versions permanently deleted. I certify that the information given on this form is correct to the best of my knowledge. I understand that, should any false statements be made, this may lead to dismissal, disciplinary action or a withdrawal of an offer of employment and may invalidate any contract of employment.If successful, I understand that the information provided will be held securely in my personnel file and shall only be accessible to management as appropriate. I understand that the information will only be used for purposes outlined in my employment contract and in accordance with Duncan Places Privacy Standard. **I confirm that I fully understand this declaration and that all information given as part of my application is true.** |
| **Please sign:** |  |
| **Date:** |  |

**Please return this form before the closing date to:** info@duncanplace.org

with the subject heading *Private & Confidential Application Form*