| [All relevant information to be put on Application Form, CVs are not acceptable]  Please ensure that you **fully** complete **all** sections of the application, paying particular attention to the Employment History section and identifying any gaps .  Section 1: Personal details  **PLEASE PROVIDE A COVERING LETTER WITH YOUR APPLICATION FORM** | | | | | |
| --- | --- | --- | --- | --- | --- |
| Title: | Forenames: | Surname: | | | |
| National Insurance number: | | Former name(s): | | | |
| Preferred name: | | | |
| Address  Postcode  Resident at this address since:  Do you hold a Valid UK driving licence YES NO | | Telephone number(s):  Home:  Work:  Mobile:  Email address: | | | |
| Are you eligible for employment in the UK? | | Yes |  | No |  |
| If No, Please provide details. | | | | | |

| Section 2: Education  **Please start with most recent** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of  school/college/university | Dates of attendance | | | Examinations | | | |
|  |  | | | Subject | Result | Date | Awarding body |
|  | From: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
|  |  |  |  |  |  |  |
| To: | | |  |  |  |  |
| dd / mm / yy | | |  |  |  |  |
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| Section 3: Other vocational qualifications, skills or training  Please provide details of any vocational qualifications or skills that you possess or training that you have received, **linked to the Person Specification** of the role which you consider to be **relevant.** Please be aware you will be required to produce original certificates for any training entered in this section if selected for interview. | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
| Section 4: Employment | | | | | | |
| Current / most recent employer: |  | | | | | |
| Current / most recent employer's address: | | | | | | |
| Current / most recent job title: |  | | | | | |
| Date started: | Date employment ended (if applicable): | | Current salary / salary on leaving: | | | |
| Do you / did you receive any employee benefits? | | Yes | |  | No |  |
| If so, please provide details of these: | | | | | | |
| Reason for seeking other employment: | | | | | | |

| Section 5: Previous employment and / or activities since leaving secondary education  Please continue on a separate sheet if necessary | | | | | |
| --- | --- | --- | --- | --- | --- |
| Dates | | | Name and address of employer | Position held and / or duties | Reason for leaving |
| From: | | |  |  |  |
| dd / mm / yy | | |
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| To: | | |
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| To: | | |
| Section 6: Suitability  Please give your reasons for applying for this post and say why you believe you are suitable for the position. Study the job description and person specification and describe any experience and skills you have gained in other jobs or similar environments which demonstrate your ability and aptitude to undertake the duties of the post.  **Continue on a separate sheet if necessary.** | | | | | |

| Section 7: References. Please supply the names and contact details of two people who we may contact for references. **One of these must be your current or most recent employer**. |
| --- |
| Referee 1 |
| Name |
| Occupation |
| Relationship to applicant |
| Organisation |
| Address |
| Telephone number |
| Email address |
| Referee 2 |
| Name |
| Occupation  Relationship to applicant  Organisation  Address  Telephone number  Email address |

| **Section 8: Declarations** | |
| --- | --- |
| * I confirm that the information I have given on this application form is true and correct to the best of my knowledge. * I understand that providing false information is an offence which could result in my application being rejected or (if the false information comes to light after my appointment) summary dismissal and may amount to a criminal offence. | |
| Name: |  |
| Signed: |  |
| Date: |  |

Please return your completed application to Rebecca Schofield, Administration Assistant at The Met . Email [rebecca.schofield@themet.org.uk](mailto:rebecca.schofield@themet.org.uk) or post The Met, Market Street, Bury. BL9 0BW

Please identify where you saw the advert for this position ..............................................................