

### Office use only

Application received DD/MM/YY

Checked by:

Application no:

**Completed application form and the Equal Opportunities Form should be emailed to Donna Niccolls Deputy Chief Executive (Operations) at** **d.niccolls@uel.ac.uk** **by 2pm, Thursday 26th October 2017.**

**Employment Application Form**

Job applied for: Head of Membership and Deputy Chief Executive

**Introduction**

We have designed this application form to collect all the information we require to select candidates for interview. Please do not send CVs, as we will not look at them. You may use continuation sheets if you wish.

**Education**

Please provide details of your education to date.

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| --- | --- | --- |
| **Dates attended** | **Institution** | **Qualification and grade****(if applicable)** |
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**Training**

Please provide details of other training that you have attended to date.

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| **Dates attended** | **Training Provider** | **Qualification and grade****(if applicable)** |
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## Employment History

Please provide details of your work experience (paid or unpaid) to date.

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| **Dates** **(month & year)** | **Job Title and Employer** | **Description of Duties** | **Reason for leaving** |
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**Supporting Statement**

We suggest that you pay particular attention to the job description and person specification when completing the following section. Please detail below how your experience is relevant to the position that you wish to apply for:

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**Reference**

We wish to contact someone who knows you to establish that you have the experience we need. We will ask them if they think you will be well suited for this job. Please provide the name of a person who will be able to do this. We intend to contact these people only if you are selected for interview.

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| --- | --- | --- | --- |
| Name | Personal or Professional | Address, telephone number & email address | May we approach now? |
|  |  |  |  |