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| ukces-logo**UKCES** **Job Application Form** |

**Instructions**

Thank you for considering job opportunities with the UK Commission. Please complete all sections on this form and return to hr.team@ukces.org.uk . Please feel free to contact hr.team@ukces.org.uk should you have any questions.

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| **1. PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname:  |       | Initials:  |       |
| Former surnames if different: |       | Preferred Name or Title (Optional): |       |
| Address: | Tel No (home):  |       |
| Tel No (mobile): |       |
|  | <Post Code> | Fax No: |       |
| E-Mail address: |       | Nat. Insurance No: |       |
| Nationality:  |       | If you are not a British passport holder or a European Citizen, or you do not have the permanent right to remain in the UK, you will require a work permit. |
| Do you need a work permit to be employed in the UK? | [ ]  Yes [ ]  No | If you already have a work permit, when does it expire?       (Please note that your current work permit may not be valid for this post.) |
| Where did you learn of the post? |       |

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**2. ROLE DETAILS**

Please indicate the role applied for, and if more than one role please indicate each role:

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| **Role** | Please put an X next to the role or roles |
| Senior Manager – Permanent |       |
| Senior Manager – Fixed term |       |
| Manager - Permanent |       |
| Manager – Fixed term |       |

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| **3. EDUCATION AND PROFESSIONAL QUALIFICATIONS**

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| --- | --- | --- | --- |
| Name of institution (School / College / University/training provider) | Dates | Subject / Examinations taken | Result / Grade Obtained |
| From | To |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
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| Professional Qualifications and training;      |

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| **4. PRESENT POST**

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| --- | --- | --- | --- |
| Title of Post:  |       | Salary/Grade:  |       |
| Name of Employer:  |       | Business of Employer:  |       |
| Address:<Address 1><Address 2><Address 3><Post Code> | Date Commenced:  |       |
| Date Ended (if applicable): |       |
|  |  |  |
| Please outline your responsibilities:      |

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| **5. PREVIOUS EMPLOYMENT**(Please list most recent first. Use continuation sheet if necessary.)

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| --- | --- | --- | --- |
| Title of Post:  |       | Salary/Grade:  |       |
| Name of Employer:  |       | Business of Employer:  |       |
| Address:      | Date Commenced: |       |
| Date Ended: |       |
| Reason for leaving:  |       |
| Please outline your responsibilities:      |

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| --- | --- | --- | --- |
| Title of Post:  |       | Salary/Grade:  |       |
| Name of Employer:  |       | Business of Employer:  |       |
| Address:      | Date Commenced: |       |
| Date Ended: |       |
| Reason for leaving:  |       |
| Please outline your responsibilities:      |

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| --- | --- | --- | --- |
| Title of Post:  |       | Salary/Grade:  |       |
| Name of Employer:  |       | Business of Employer:  |       |
| Address:      | Date Commenced: |       |
| Date Ended: |       |
| Reason for leaving:  |       |
| Please outline your responsibilities:      |

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| **6. OTHER INFORMATION**

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| If selected for interview, do you require any special arrangements to be made?  | [ ]  Yes [ ]  No  |
| If “yes”, please give brief details; |

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| **7. YOUR SKILLS, EXPERIENCE AND VALUE****In the space provided please indicate;**1. **Why you have applied for this role?**
2. **What skills, knowledge and experience you bring?**
3. **How do you meet the role profile applied for?**
4. **Anything further that will aid your application.**

***Please continue on a separate page if necessary*** |

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| **8. REFERENCES**

|  |  |
| --- | --- |
| Referee 1 | Referee 2 |
| Title (Mr, Mrs etc):  |  | Title (Mr, Mrs etc):  |  |
| Full Name:  |  | Full Name:  |  |
| Job Title:  |  | Job Title:  |  |
| Organisation:  |  | Organisation:  |  |
| Address: | Address: |
|  |  |
|  |  |  |  |
| Tel No:  |  | Tel No:  |  |
| E-mail address:  |  | E-mail address:  |  |
| Fax No:  |  | Fax No:  |  |
| Please state if we may obtain this reference prior to interview. | [ ]  Yes [ ]  No | Please state if we may obtain this reference prior to interview. | [ ]  Yes [ ]  No |

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| **9. DECLARATION**

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| I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment. |
| Signature:  |  | Date:  |  |
| Name:  |  |  |
| The information provided by you on this form as an applicant will be stored either on paper records or a computer system in accordance with the Data Protection Act 1998 and will be processed solely in connection with recruitment. |

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