# Application for Employment

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| **Please complete the Application Form and return it to us with a covering letter.** |
| Post Applied for: |
| **Sight Loss Helpline Adviser and Head Office Administration Assistant** |
| Location: | Splatford Barton, Kennford, Exeter, EX6 7XY |
| Personal Details |
| **Title** |  |
| **First Name:** |  |
| **Surname:** |  |
| **Address:** |  |
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|  |
| **Postcode:** |  |
| **Home Tel:** |  | **Work Tel:** |  |
| **Mobile:** |  |  |  |
| **Email:** |  |
| **Date of Birth:** |  |

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| Education |
| **School Name:** | **Dates of Attendance:** |
|  | **From:** |  |
| **To:** |  |
| **GCSE / O Level**  | **Grades** |
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| **A Level** | **Grades** |
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| Further Education |
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| Experience |
| **Company Name:** |  |
| **Start Date:** |  | **End Date:** |  |
| **Job Title** |  |
| **Responsibilities / Key Achievements** |
|  |
| **Company Name:** |  |
| **Start Date:** |  | **End Date:** |  |
| **Job Title** |  |
| **Responsibilities / Key Achievements** |
|  |
| **Company Name:** |  |
| **Start Date:** |  | **End Date:** |  |
| **Job Title** |  |
| **Responsibilities / Key Achievements** |
|  |
| **Company Name:** |  |
| **Start Date:** |  | **End Date:** |  |
| **Job Title** |  |
| **Responsibilities / Key Achievements** |
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| Skills and relevant Qualifications |
| Please List any other skills or qualifications you feel are relevant. |
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| Supporting Statement |
| The supporting statement should address the skills required to perform the role mentioned in the Job Description and Personal Specification. |
| References |
| In the next section, please provide two references, one of which must be from your present or most recent employer. Referees should not be friends, relatives or immediate colleagues. If this is your first employment, one reference must be from your head teacher or lecturer. All appointments are subject to the receipt of two satisfactory references. We reserve the right to take up references from any previous employer.**Please note: We will only contact your referees when we are considering offering you employment.** |
| Reference 1 |
| **Name:** |  |
| **Job Title:** |  |
| **Organisation:**  |  |
| **Telephone** |  |
| **Email address:** |  |
| **In what capacity do you know this person?** |
|  |
| Reference 2 |  |
| **Name:** |  |
| **Job Title:** |  |
| **Organisation:**  |  |
| **Telephone** |  |
| **Email address:** |  |
| **In what capacity do you know this person?** |
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| Disability |
| If you have a disability please tell us about any adjustments we may need to make to assist you at interview or to undertake your work if we offer you a job.  |
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| Asylum and Immigration |
| The Asylum and Immigration Act makes it a criminal offence to employ a person who is not entitled to live or work in the United Kingdom. All successful applicants will be asked to produce documentary evidence to support this before employment. |
| Do you require a work permit? | Yes [ ]  | No [ ]  |
| Disclosure and Barring Service |
| This Declaration subject to the Rehabilitation of Offenders Act 1974. The exemptions to the Rehabilitation of Offenders Act 1974 require that all spent or unspent convictions must be declared by applicants for posts at Devon in Sight, such as those that involve contact with children or vulnerable adults. If you have any convictions you are required to declare, these should be sent with your application form, but in a separate sealed enveloped marked Private and Confidential for the Attention of the Office Manager.**All appointments are subject to a satisfactory Declaration and Barring Service check.** |
| Have you ever been convicted of a criminal offence? | Yes [ ]  | No [ ]  |
| Declaration |
| The information I have provided on this application form is, to the best of my knowledge, correct. I understand that falsifying or withholding information may result in my dismissal if appointed. I understand that the information given on this application form will be handled and processed in accordance with the Data Protection Act 1998. If I am appointed, the information will form part of my personnel record. I understand that it may be used for statistical analysis and to administer the Company’s operations. |
| Signed: |  | Date: |