Employment Application Form

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| --- | --- |
| Position Applied for: |  |
| Where did you hear about this vacancy? |  |

**Personal details**

|  |  |
| --- | --- |
| Full Name: |  |
| Address including postcode: |  |
| Contact telephone number: |  |
| Email address: |  |

**Qualifications and Training**

Please list any relevant qualifications gained, or training courses attended.

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| --- | --- | --- |
| Date | Qualification/Course | Grade attained |
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**Employment details.** List your employment history, beginning with your current or most recent position.

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| --- | --- | --- | --- |
| Employer | Dates employed | Position Held | Main duties & Responsibilities |
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**Application information.**

Please tell us why you would like this job and why you want to work for us. Tell us what experience you have with people with learning disabilities and/or poor mental health, and what relevant business skills you possess. Clearly explain what you would bring to this role.

**Max 500 words**.

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**Do you have a full clean UK driving licence? Yes NoReferences**

If you have worked in the past 5 years, at least one reference should come from the organisation that employed you. If not, please give the names of people who know you well.

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| **Referee 1**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **How do you know them?** |  |

 | **Referee 2**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **How do you know them?** |  |

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**Declaration**

I understand that any offer of work with the Hextol Foundation depends on a suitable Enhanced DBS check for working with vulnerable people and agree to having that check done. I also agree to the Hextol Foundation keeping information about me for employment reasons and to keep in touch with me. It will be held securely and only seen by people who are authorised to see it.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

Please email your completed application form to contact@hextol.org.uk

Or post it to The Chief Executive, The Hextol Foundation, 14c Gilesgate, Hexham, NE46 3NJ.