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| **APPLICATION FORM** |
| Application for the post of:**Training & Office Administrative Assistant**Closing Date: **5pm, 18th March 2024** | Please email on completion to:**info@ivisontrust.org.uk** |
| 1. **PERSONAL INFORMATION**
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| Title: First Name(s): Last Name:  |
| Home Address:  | Contact Telephone Number: Email Address: |
| Date of Birth:  |
| 1. **QUALIFICATIONS AND TRAINING**
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| Please list below all the qualifications you have or training courses you have attended, which are relevant to the post for which you are applying. Please give dates, grades, and educational establishment and state whether the course was full or part time. |

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| 1. **WORK EXPERIENCE**

Note: Please give details of all of the posts you have held, starting with your current position. |
| Dates employed | Employer’s name and address | Job title and description of duties | Final salary or grade |
| From | To | and nature of business |  |  |
| Date | Date |  |  |  |

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| 1. **PERSONAL STATEMENT (please keep to two A4 sides only)**
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| **5. REFERENCES** |
| Please give the names and addresses of two people whom we may contact for a confidential assessment of your suitability for this job. The first of these must be your present employer or, if unemployed, your last employer. The other referee could be a previous employer, some other appropriate person unrelated to you, or if this is a first job application, your head teacher or college tutor. You should not give your own doctor as a referee.1.NAME: ADDRESS: OCCUPATON: Email: Can we take up this reference prior to interview? Please delete as appropriate YES/NO2.NAME: ADDRESS: OCCUPATON: Email: Can we take up this reference prior to interview? Please delete as appropriate YES/NO |
| **6. GENERAL INFORMATION** |
| Do you hold a current driving licence?  YES/NO |
| **7. SOURCE OF APPLICATION** | **8. IF APPOINTED** |
| Where did you find out about this vacancy?  | When could you take up duties?  |
| **9. DISCLOSURE OF CONVICTION** |
| Please give details of any criminal convictions or cautions you have had which might relate in any way to the post for which you are applying. (Under the terms of the Rehabilitation of Offenders Act 1974 you do not have to disclose information about certain convictions depending on their seriousness and how long ago they were.) |
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| **10. DECLARATION** |

To the best of my knowledge, there is no reason in respect of my physical or mental health why I should not be able to carry out fully the tasks described for this post. I confirm that the information I have given on this form is correct and complete and that misleading statements may be sufficient grounds for cancelling any agreements made.

SIGNED  DATE