LIBRARY & READING ROOMS

(Founded 1813)

Registered Charity No. 1172445

# Application form

Application for employment as: ............................

Name ............................

Address ............................

Postcode ............................

Phone ............................

Email………………………………………………………………………………………….

*Please note that your personal details will be held only for the purpose of contacting you about your application and will not be retained thereafter. Details of our Data Protection and Privacy Policies are available at https://devonandexeterinstitution.org/governance/gdpr/*

## **Education and training** *(most recent first)*

Details of where and when............................

Qualifications

Details of what and when............................

## **Employment history**

Current / previous employer ............................

Address ............................

Postcode ............................

Job title ............................

Duties

............................

Pay ............................

Date employed: from ………………… to ………………………

Reason for leaving

............................

**Pervious employment***(Please list here)*

............................

Please provide the names, addresses, email and tel no of two persons as referees.

............................

*\*No approach will be made to your present employer or past employer before an offer of employment is made to you*

Please tell us about any skills and experience that you have acquired that support this application whether within or outside a working environment

............................

Please tell us why you applied for this job and why you think you are the best person for the job.

............................

Do you consider yourself to have a disability? Yes  No

Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process

............................

Please tell us if there are any dates when you will not be available for interview

............................

Do you need a work permit to work in the UK? YES/ NO

Have you ever been convicted of a criminal offence? YES/ NO

*Declaration subject to the Rehabilitation of Offenders Act 1974*

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name……………………………………..…………………

Signature .................................................. Date …………………………..