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| Position Applied for: | **Date of Application:** |

## Personal Details

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| **First Name(s):** | **Last name:** |
| **Address:** | |
| **Contact number:** | **Email Address:** |
| **Are you eligible to work in the UK?**  YES / NO | **Are you able to provide proof of your right to work in the UK? (i.e. British Passport, EEA Card, Birth Certificate etc.)**  YES / NO |

## Education

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| **Provider attended** | **Qualifications Attained & Grades** |
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## Additional or Workplace Training (details of seminars, workshops or training courses attended)

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| **College/University Attended** | **Examinations taken and results**  **achieved or expected** |
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**Employment Record** (starting with the most recent)

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| Current salary and benefits or salary when last employed: | **Notice period:** |

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| **Employer, Nature of Business and Location** | **Position Held & Main Duties** | **Reason for**  **Leaving** | **Start**  **Date** | **Leaving**  **Date** |
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| **Suitability for the Position**  This is your opportunity to share why you think you are the ideal person for this role and how your experience links to the job description where possible. |

**Criminal Convictions** (Declarations are subject to the provisions of the Rehabilitation of Offenders Act 1974 as amended.)

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| **Have you been convicted of a criminal offence?** If the answer is Yes, please provide details: |

**Additional Information** (include details of any other information you think it would be beneficial for EUREKA! to be aware of)

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**References** Please give the names and address of two referees, one of whom should be your previous or most recent employer and excluding members of your family.

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| **Full Name:**  **Company:**  **Address:**  **Telephone Number:**  **Email Address:** | **Full Name:**  **Company:**  **Address:**  **Telephone Number:**  **Email Address:** |

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| **Relationship of referee to you:**  **May we contact this referee before interview YES / NO** | **Relationship of referee to you:**  **May we contact this referee before interview YES / NO** |

Please note any offer of employment will be subject to references which are satisfactory to Eureka!, who reserve the right to take up references with all past employers and request evidence of all relevant qualifications.

The information you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected with third parties or with any other information held by us. We may also use or pass to third parties, information to prevent or detect crime, to protect public funds, or in other ways as permitted by the law.

Please note that the organisation may approach third parties to verify the information that you have given. By signing this form you will be providing the organisation with your consent to all these uses.

I confirm that to the best of my knowledge and belief all particulars I have given in this application are complete and true. I understand that any false declaration or misleading statement may disqualify me from employment and render me liable to dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions (as required for the role), a probationary period and (if the organisation believes it appropriate) a medical report, all of which must be deemed by the organisation as satisfactory.

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| **Signed** | **Date** |