**Application for Employment Part 2**

I understand that, if I am appointed, personal information about me will be maintained in computerised and manual systems for administrative purposes including analysis for management requirements and statutory returns, subject to the General Data Protection Regulation 2018. The data given on this form will be used only in the application process. If not selected for employment, the data is stored for 12 months in case of any necessary follow up action.

The College takes great care as to how it collects, stores and uses your personal data. Please refer to the privacy notice on the Staff Vacancies section of the College website for staff for further information.

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| **Vacancy Details** | | | |
| **Job Title & Reference:** |  | **Your Initials (3)**  **No middle name use X** | **e.g. John Smith=JXS** |
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| **Current Employment Experience** | | | |
| **Employer’s Name:** |  | **Salary / Benefits:** |  |
| **Employer’s Address:** |  | **Start Date:** |  |
| **Position Held:** |  | **End Date:** |  |
| **Brief details of responsibilities:** | | | |
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| **Reason for Leaving:** |  | **Notice Period:** |  |

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| **Previous Employment Experience** (Please give details in date order starting with the most recent) | | | | | | | | | |
| **Employer** | **Post Title** | **Salary** | | **Dates** | | | | **Reason for Leaving** | |
| **From** | | **To** | |
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| **Education** | | | | | | | | | |
| **Secondary School, College, University** | | | **From** | | | | **To** | | |
| **Month** | | **Year** | | **Month** | | **Year** |
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| **Qualifications** | | | |
| **Course of Study / Qualification** | **Institution** | **Date Achieved** | **Grade** |
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| **Membership of Professional Bodies** | | |
| **Organisation** | **Type of Membership** | **By Exam or Election** |
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| **Work Related Training** |
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| **Gaps in Work Experience / Education** |
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| **Statement**  Please state what appeals to you about this post and your reasons for applying. Also, bearing in mind the requirements on the person specification, provide information in support of your application such as experience relevant to the post. Please do not include your name. **Continue on a separate sheet if necessary.** |
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| **Declaration:** The information supplied in Part 1 and Part 2 of the application form, is to the best of my knowledge factual and correct, and may be used by the Personnel Department for recruitment, personnel and monitoring purposes. Any false information provided may result in the offer of employment being withdrawn.  **Please initial below only. You will be asked to sign your application at interview.** | | | |
| **Initials:** |  | **Date:** |  |