

**APPLICATION FORM**

**Position applied for:**

**Title:                      Surname:                      Forenames:**

Permanent address:

Address to which we should write (if different  
From permanent address):

Postcode:

Postcode:

Telephone:  
Home:  
Mobile:

Telephone:

e-mail address:

National Insurance Number:

If necessary do you have a permit to work in the UK? Yes/No

**Education**

Secondary/Further Education  
Name(s) of School(s)/College(s)

From      To

Subject courses studied and level.  
Give examination results with grades

**Degree**

University/College

From      To

Degree      Class expected/  
(Bsc, etc)      obtained

Title of degree course

Detail any scholarships, awards or prizes won at school and university/college

Provide details of postgraduate qualifications, if any.

Membership of professional organisations

**Other qualifications**

Any other qualifications/skills, e.g. driving, typing etc.

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**Foreign language skills** (Indicate proficiency):

Spoken:

Written:

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**IT Skills:**

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**Please mention any points you would like to raise at interview. If you have a specific salary requirement, please mention that here.**

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**Referees**

Any employment is subject to references satisfactory to SATRA being obtained. It is usual practice to take up references with the current (or most recent) employer once any job offer has been made and accepted. Your signature on this form indicates your consent for us to approach the two people shown below.

**Please give details of two people who we could approach for a reference (not relatives).**

Current or most recent employer or educational establishment

Previous employer, educational establishment or professional person

Name:

Name:

Address:

Address:

Occupation:

Occupation:

Telephone:

Telephone:

**Employment History**

Please give details of all positions held since completing your full time education. Start with your present or most recent position and work back

Dates		Name of employer, address and nature of business. Include any service with the Armed Forces	Position and duties	Starting/Leaving salary	Reason for leaving or wanting to leave
From	To				
_____	_____	_____	_____	_____	_____

If you wish to give further details, please continue on a separate sheet of paper

## Activities and interests

Please outline any activities and interests you pursue

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Detail posts of responsibility, say whether at school/university/college or elsewhere

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Have you any family connection or other contact with this organisation? If so give details

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Date available for employment:

Dates **not** available for interview

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Please use this space to add any further information in support of your application.

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I confirm that the information given on the form is true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.

Signature:

Date:

**It is our policy to employ the best qualified person for each vacancy and not to discriminate against anyone because of race, age, sexual orientation, religion, colour, origin, sex, marital status or disability. We provide equal opportunities for the advancement of all employees including promotion and training.**



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