# Application form

Important note: The text boxes below will expand as you type into them. Please read carefully all instructions and job details prior to completing this form.

1. Personal details

Surname:

Forenames (in full):

Address:

Postcode:

Telephone

Mobile:

Email:

1. Education, Professional qualifications and training

*Where applicable, please include details of examinations taken or about to be taken for which results are not yet available.*

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| --- | --- | --- | --- |
| Name/address of school/university/institution | Dates  (from—to) | Course details | Qualifications obtained, with grades |
| Educational qualifications | | | |
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| Professional qualifications (including those from professional institutions) | | | |
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| Training courses attended (only if relevant to the person specification) | | | |
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3. Career history

***Please note we do not accept CVs as part of the application process. Short listing will be carried out on the basis of the application form only.*** *Please give full details of responsibilities and achievements for your current/most recent job.*

**Most recent post:**

| Dates  (from-to) | Position held | Name and address of employer | Final salary | Reason for leaving or notice period |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Details of responsibilities/achievements: | | | | |

*For all previous posts please only include a very brief outline of responsibilities and achievements. Please include any voluntary, home-based or part-time work. Please account fully for any periods of time not spent in further education or employment.*

Previous career history:

| Dates  (from-to) | Position held | Name and address of employer | Brief outline of responsibilities | Final salary | Reason for leaving |
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**3. Position applied for**

**Motivation: Briefly explain why does this job interest you?**

4. Why do you want to work for Living Peace Institute?

5. Competencies

*The person specification details key areas of competence, knowledge, experience and skills required. Please describe in this section, using examples from your experience, how you meet the person specification. Shortlisting will be based upon how well you demonstrate your ability to meet the essential criteria.*

6. Please add any other relevant information or comments

7. Referees

*Please give the name, address and telephone number of TWO referees. One referee must be your present or most recent employer and the second a previous employer. If you cannot provide these, please provide a referee who has known you for at least two years. This must not be a member of your family and you should state the capacity in which they know you.* *Please note that LPI reserves the right to contact any former employer for a reference.*

|  |  |  |
| --- | --- | --- |
|  | Present/most recent employer | Second referee |
| Name: |  |  |
| Address: |  |  |
| Phone number: |  |  |
| Email: |  |  |
| Capacity in which they know you: |  |  |
| Between which dates? |  |  |
| May we contact him/her prior to interviews? | Yes  No | Yes  No |

8. If offered this post, when could you take up employment?

9. Criminal record

Have you ever been convicted of a criminal offence, cautioned, reprimanded or given a final warning by the police, or do you have any court cases pending?

Yes  No

If yes, please give details:

Have you ever been investigated for any child protection related issue?

Yes  No

If yes, please give details:

*The information contained in this application form will only be seen by staff involved in the recruitment process.*

|  |
| --- |
| **Declaration**  I confirm the details contained on this application form are correct. I understand that including false information on this form could render me liable to subsequent summary dismissal. I understand that any offer of employment will be subject to receipt of a satisfactory medical clearance, satisfactory CRB/child protection checks and to satisfactory references.  Signature:  Date:  As you are sending your application form by email, please tick the box to indicate that the information provided on this form is true:  (You will be asked to sign this form at a later date.) |

|  |
| --- |
| For Official use only |

###### Application form received by:……………………………..… Date …………………..............

Short Listed Not Short Listed …. If not, reason(s)……………………................  
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Checked by …………………………………………………………………………………………………………..

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_