** APPLICATION FOR EMPLOYMENT**

Please complete all sections of the application form to ensure you provide all of the information requested. All applicants who meet the requirements advertised will be given fair and equal consideration, regardless of race, sex, colour, nationality, ethnic origin, marital status, sexual orientation, religion, age or disability.

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| Which vacancy are you applying for: (please insert)  **Please return completed application form to: enquiries@krysallis.org.uk** | | | | | |
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| **PERSONAL DETAILS** | | | | | | | | | | | | | | | | | | | | | |
| Title: |  | | | | | | | | Tel No (Mob): | | | | | | |  | | | | | |
| Forenames: |  | | | | | | | | Tel No (Home): | | | | | | |  | | | | | |
| Surname: |  | | | | | | | | Email address: | | | | | | |  | | | | | |
| Home Address: |  | | | | | | | | Are you legally eligible for employment in the United Kingdom?  **YES/NO** (please delete as applicable) | | | | | | | | | | | | |
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|  | | | | | | | | Do you require a work permit to work in the United Kingdom?  **YES/NO** (please delete as applicable) | | | | | | | | | | | | |
| Postcode: |  | | | | | | | |
| **EDUCATIONAL DETAILS** | | | | | | | | | | | | | | | | | | | | | |
| Please give details of education since age 11. Include Academic and Professional Qualifications, including those currently being studied (if you have attended a place of further\higher education, information concerning school examinations may be omitted) | | | | | | | | | | | | | | | | | | | | | |
| School, College, University, etc. | | | | | | | Dates | | | | | | | | | Qualifications gained during this period  (with grades) | | | | | |
| From | | | | | | To | | |
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| **Professional Memberships and Registration** | | | | | | | | | | | | | | | | | | | | | |
| Organisation | | | | | Registration | | | | | | | | | | | | | | Expiry/Renewal Date | | |
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| **EMPLOYMENT HISTORY** | | | | | | | | | | | | | | | | | | | | | |
| **CURRENT EMPLOYMENT** - if you are not employed at present, please tell us about your most recent post | | | | | | | | | | | | | | | | | | | | | |
| Job Title: | |  | | | | | | | | | | | | | | | | | | | |
| Employer’s Name: | |  | | | | | | | | | | | | | | | | | | | |
| Address: | |  | | | | | | | | | | | | | | | | | | | |
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| Telephone No: | |  | | | | | | | | | | | | | | | | | | | |
| Dates | | From: |  | | | | | | | | | | | | To: | | | | |  | |
| Reason for Leaving: | |  | | | | | | | | | | | | | | | | | | | |
| Salary: | |  | | | | | | | | | | | | | | | | | | | |
| Notice Period: | |  | | | | | | | | | | | | | | | | | | | |
| **PREVIOUS EMPLOYMENT IN DATE ORDER** | | | | | | | | | | | | | | | | | | | | | |
| Employer’s Name and Address - most recent first | | | | Dates | | | | | | | | | | Job title of post held/Grade | | | | | | | Reason for Leaving |
| From | | | | To | | | | | |
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| **PERSONAL STATEMENT** | | | | | | | | | | | | | | | | | | | | | |
| Please refer to the **personal specification and/or job profile**, where you will find the skills and experience required for this post**. Please state how you feel you meet these criteria’s point by point**. This information will play a significant part in the recruitment process. Please include details of any voluntary work or leisure interests and activities which you feel are relevant to your application.  Please continue on a separate sheet if necessary, writing your name and job reference at the top. | | | | | | | | | | | | | | | | | | | | | |
| Please | | | | | | | | | | | | | | | | | | | | | |
| **REFERENCES** | | | | | | | | | | | | | | | | | | | | | |
| Please give names and addresses of two referees, at least one reference must be your present or last employer, who is in a position to comment on your work experience and suitability for the post to which you have applied. Please note that no referee will be requested from your current employer until you have accepted an offer of employment in writing or provide us with authorisation to do so.  If you have not been employed or you have not worked for some time, you could provide the name of supervisors or co-ordinators of school or college work experience placements and\or any voluntary work. | | | | | | | | | | | | | | | | | | | | | |
| **Reference 1** | | | | | | | | | | | **Reference 2** | | | | | | | | | | |
| Name |  | | | | | | | | | | Name | | | | | | |  | | | |
| Job Title |  | | | | | | | | | | Job Title | | | | | | |  | | | |
| Organisation |  | | | | | | | | | | Organisation | | | | | | |  | | | |
| Relationship to you |  | | | | | | | | | | Relationship to you | | | | | | |  | | | |
| Phone Number |  | | | | | | | | | | Phone Number | | | | | | |  | | | |
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| **DECLARATION** | | | | | | | | | | | | | | | | | | | | | |
| Have you previously worked for krysallis or any associated organisation?  **YES/NO** (please delete as applicable)  When? | | | | | | | | | | | | Are you related to a krysallis employee or Associate ?  **YES/NO** (please delete as applicable)    (Details should be given on a separate sheet). | | | | | | | | | |
| I hereby authorise krysallis to obtain references to support this application once an offer has been made and accepted. I declare that the information contained in this application is correct to the best of my knowledge and understand that any false statement or omission may result in my application being withdrawn or my appointment being terminated. krysallis is committed to the principles that personal data shall be processed fairly, lawfully and transparently, processed only for specified, explicit and legitimate purposes and processed securely. The information collected here will be used for purposes relating to the selection process and may be disclosed to those who have a need to see it. For the successful candidate, the information will form part of their personnel file. In the case of unsuccessful candidates, the data will be destroyed after four months. Further details on personal data and krysallis's obligations under GDPR can be found on our careers and recruitment page. | | | | | | | | | | | | | | | | | | | | | |
| Signature |  | | | | | | | | | Date | | | | | | |  | | | | |