###### Personal Details

|  |  |  |
| --- | --- | --- |
| First Name: | | Title: |
| Surname: | | |
| Address: | | |
|  | | |
| Post code: | Tel no: | |
| Mobile no: | Email Address: | |

## References

|  |  |
| --- | --- |
| **Referee One: Current or previous employer**  If you are invited for interview may we approach this referee without further reference to you?  Yes  No  Name:  Job title:  Email:  Address:    Post Code:  Relationship to you:  Telephone No: | **Referee Two:**  If you are invited for interview may we approach this referee without further reference to you?  Yes  No  Name:  Job title:  Email:  Address:    Post Code:  Relationship to you:  Telephone No: |

**Please give details of two referees, one of whom must be your present and/or last employer and the other from a previous employer. Your referees must have knowledge of your work and character. Both referees should ideally be senior people in the organisation.** In the case of applicants leaving full time education, the Head of School, College or University should be one of the named referees. We do not accept references from friends or family members**. To ensure we process your application in a speedy and efficient way, we prefer to contact your referees by e-mail. Therefore, please provide us with full details of your referee’s e-mail address.**

#### Criminal Convictions

Have you ever been convicted of a criminal offence? **Yes**  **No**

Is the offence “spent” as defined by the Rehabilitation **Yes  No**

of Offenders Act 1974?

Do you have a criminal conviction which is unspent? **Yes  No**

Or pending against you? **Yes  No**