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| Position you are Applying for: |  |
| Please tell us how you heard about this vacancy: |  |
| Personal details |  |

ETL Systems Ltd is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, gender identity, marital status, responsibility for dependants, religion, and age.

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| --- | --- | --- | --- |
| First Name: |  | Last Name: |  |
|  |  |  |  |  |  |
| Address: |  |
|  |  |
|  |  | Post Code: |  |
|  |  |  |  |
| Telephone No.: |  | Daytime Contact No.: |  |
|  |  |
| Email  |  |
|  |  |  |  |  |  |
| Please indicate if you are happy to receive correspondence via email e.g. Invitation to an Interview: |  | Yes |  | No |  |
|  |  |  |  |  |  |
| National Insurance No.: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Do you have the right to work in the UK? |  | Yes |  | No |
|  |  |  |  |
| If no, what tier of visa sponsorship do you require? |  |
|  |
| Please note: original identification documents verifying your right to work in the UK will be requested, checked and a photocopy will be taken. If your application is successful and you commence employment the copy of your identification documents will be retained on file under the regulations governed by the Immigration, Asylum, and Nationality Act. |
| **Driving License:**  |  | Yes |  | No | If yes, any penalty points: |  |
| **Convictions/Disqualifications** |  |  |  |
| Please provide details of any convictions which are not spent under the terms of the Rehabilitation of Offenders Act 1974: |  |
| **Arrangements for Interview** |  |  |  |
| Do you consider yourself to have a disability or learning difficulty? |   | Yes |  | No |
|  |  |  |  |  |
| Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process. |  |
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| **Education/Qualifications (including overseas)** |
| Please start with the **most** recent |  |  |  |
| **Start Date (MM/YY)** | **End Date (MM/YY)** | **Establishment** | **Qualification** | **Result & Grade** |
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| Please continue on a separate sheet if necessary |
| **Training and Development**  |
| Please use the space provided to give details of any training or non-qualification based development which is relevant to the post and supports your application. |
| **Training Course Title** | **Course Details (Length of course/nature of training)** |
|  |  |
| **Membership of any Professional Body/Organisation** |
| Please indicate any memberships relevant to this vacancy: | **Membership** | **Expiry date** |
|  |  |
| **Outside Interests** |
| Please briefly describe how you like to spend your spare time, also listing any clubs ororganisations that you are a member of. |  |
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| **Employment History** |
| **Previous Employment:** Please include any previous experience (paid or unpaid), starting with the most recent **Current or most recent employer:** |
| Employer: |  | Position Held: |  |
|  |
| Address: |  |
|  |  |
|  |  | Post Code: |  |
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| Date Started: |  | Reason for Leaving: |  |
|  |  |  |  |
| Notice Period: |  | Salary on leaving this post: |  |
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| Please provide a brief description of duties: |  |
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| **Previous Employers and other experience:** |
| **Start Date (MM/YY)** | **End Date (MM/YY)** | **Employer** | **Job Title** | **Reason for Change** |
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| Please tell us why you applied for this position and why you think you are the best person for the job: |
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| Please continue on a separate sheet if necessary.  |

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| **References** |
| Please give details of two referees, one of which must be your current or most recent line manager / supervisor, or other person designated within the organisation to provide references, please also include a character referee. If this is your first job, please provide one reference from the last educational establishment that you attended. |
| **Reference 1:** |
| Name: |  | Organisation: |  |
|  |
| Job Title: |  | Contact No.: |  |
|  |  |  |  |
| Email: |  |
|  |  |
| Address: |  |
|  |  |
|  |  | Post Code: |  |
|  |
| Relationship to you: |  | Do you want to be consulted before this referee is contacted?  |  | Yes |  | No |
|  |  |  |
| Reference 2: |  |  |  |
| Name: |  | Organisation: |  |
|  |  |
| Job Title: |  | Contact No.: |  |
|  |  |  |  |
| Email: |  |
|  |  |
| Address: |  |
|  |  |
|  |  | Post Code: |  |
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| Relationship to you: |  | Do you want to be consulted before this referee is contacted?  |  | Yes |  | No |
|  |
| **Declaration**  |
| **Statement to be Signed by the Applicant** (Candidates selected for interview will normally be notified within four weeks of the closing date.)Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered:*I agree that ETL Systems Ltd can create and maintain computer and paper records of my personal data and that this will be processed and stored in accordance with the Data Protection Act 1998.****I confirm that all the information given by me on this form is correct and accurate and I understand that if any of the information I have provided is later found to be false or misleading, any offer of employment may be withdrawn or employment terminated.*** |
| **Signed:** |  | **Date:** |  |