

PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION FORM. A CURRICULUM VITAE AND OTHER RELEVANT INFORMATION WILL ONLY BE CONSIDERED ALONGSIDE THE COMPLETED FORM. PLEASE TYPE OR WRITE CLEARLY IN BLACK INK.

Application Number: (for office use only)		Date Application Received: (for office use only)
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Personal Details	
Surname	
Forename(s) or other names	Title:
Address for correspondence	
	Postcode:
Date of Birth	
Telephone	Home: Work:
E-mail address	
Nationality	

Further, Higher and/or Professional Education			Qualifications Achieved
College/University	From	To	Subject courses studied, level and grade

Vocational/Other Training Courses (include name of institution, nature of course and date)

Counselling and teaching related employment	Present or most recent employment	
Name, Address and Telephone No of Employer	Date(s) employed	Position(s) held
Outline of duties and responsibilities		

Former counselling and teaching related employment	Please list in chronological order, with your most recent post first		
Name and address of employer	Date(s) employed	Position(s) held and outline of duties and responsibilities	Reason for Leaving

<p>In order for CTPDC to meet the needs of current and potential employees and to act in accordance with the Disability Discrimination Act 1995, please give brief details of any disability or medical condition which may affect your performance in this post.</p>															
<p>Rehabilitation of offenders /CRB Checks</p>	<p>Details regarding criminal record(s) will be requested at the short listing stage of the recruitment and selection process. Posts with either standard or enhanced disclosure also require Criminal Records Bureau (CRB) checks before an appointment can be confirmed. A criminal record will not necessarily be a bar to obtaining a position.</p>														
<p>References - please tick the box below if you do not want your referee to be contacted prior to interview</p>	<p>Please supply the name and address of two persons who can comment on your aptitude of doing the job. The first referee should ideally be your current or more recent employer. If for any reason you do not wish this, please indicate it and briefly state the reason.</p>														
<p>Referee 1 <input type="checkbox"/></p>	<table border="1"> <tr><td>Name</td><td></td></tr> <tr><td>Position</td><td></td></tr> <tr><td>Address</td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td>Tel</td><td></td></tr> <tr><td>Email</td><td></td></tr> </table>	Name		Position		Address						Tel		Email	
Name															
Position															
Address															
Tel															
Email															
<p>Referee 2 <input type="checkbox"/></p>	<table border="1"> <tr><td>Name</td><td></td></tr> <tr><td>Position</td><td></td></tr> <tr><td>Address</td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td>Tel</td><td></td></tr> <tr><td>Email</td><td></td></tr> </table>	Name		Position		Address						Tel		Email	
Name															
Position															
Address															
Tel															
Email															

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. Any information provided will be stored in electronic and manual form and processed in accordance with CTPDC's rules under the Data Protection Act (1998). Initially this information will be used for all purposes relating to the selection process and may be disclosed to those members of CTPDC who have a need to see it. For the successful candidate, the information will form part of the personal, confidential record. In the case of unsuccessful candidates, the data will be destroyed after six months.

Signature..... Date.....