|  |  |
| --- | --- |
| Position applied for: |  |
| How did you hear about this vacancy? (include date): | |
|  | |

**Personal particulars**

|  |  |  |  |
| --- | --- | --- | --- |
| Title: |  | Full name: |  |
| Address: | | Telephone number (including STD code) | |
|  | | Home: |  |
| Mobile: |  |
| Work: |  |
| Can we contact you at work Yes / No | |
| Email: |  | N.I. Number: |  |
| Applicants will be required to provide documentary evidence of their right to work in the United Kingdom if invited for interview. | | | |
| Do you have the right to work in the United Kingdom? | | | Yes / No |

**Education and qualifications**

**Qualifications:** Please give details of examinations attempted and results (including any examinations failed)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name(s) and address(es) of school(s)/college(s) | Dates | | Subject/course(s) studied and level | Examination result/grade (include any examinations failed) |
| From | To |
|  |  |  |  |  |

**Further and higher education:** Please give details of all further and higher educations since leaving school, including training courses and details of qualifications.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| University/College/Institute attended | Dates | | Subjects studied / Type of training | Qualifications obtained |
| From | To |
|  |  |  |  |  |

**Diving qualifications & experience:** Please state whether you are a member of any professional association, and if so, which:

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**Employment history**

**Qualifications:** Please list, starting with the most recent, all the organisations for which you have worked during the last 20 years.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name(s) and address(es) of employer(s) | Dates | | Position held/main duties | Starting/ leaving salary | Reason for leaving |
| From | To |
|  |  |  |  |  |  |

**Supplementary information relating to person specification or essential/desirable experience**

Please give details of any experience, skills, or achievements which you feel may be relevant in your application for Head of Diving & Training. Please continue on a separate sheet, if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Please give dates of any holidays arranged: |  | |
| Are you currently subject to any contractual “restraints of trade” clauses? | | Yes / No |
| If yes, please give further information: |  | |
| Do you have any commitments which might limit your working hours? | | Yes / No |
| If yes, please give details: |  | |
| Are you willing to work overtime and weekend when required? | | Yes / No |
| Have you ever been convicted of a criminal offence: (which is not a spent conviction under the Rehabilitation of Offenders Act 1974 as modified by the Legal Aid, Sentencing and Punishment Act 2012). | | Yes / No |
| If yes, please give further information: |  | |
| Salary range expected: |  | |
| How much notice are you required to give to leave your present employment? | |  |
| Have you worked for us before? | | Yes / No |
| If yes, give details of reason of leaving: |  | |
| Please list your interests, hobbies, sports, etc. |  | |
| Do you have a current full driving license? | | Yes / No |
| Does your license have any current endorsements? | | Yes / No |
| If yes, please give further information: |  | |
| Do you have a current HSE Diving Medical? | | Yes / No |

**References**

Please give the names and addresses of two referees who are not related to you, who we can approach for a confidential assessment of your suitability for this job. One of these must normally be your previous employer.

|  |  |
| --- | --- |
| Can we approach your present/most recent employer? | Yes / No |
| Tick in box if you do not wish your employer to be contacted before an offer of employment is made |  |

|  |  |
| --- | --- |
| Name, position, address and telephone number | Name, position, address and telephone number |
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|  |  |

**Declaration of applicant**

**I confirm that the above information is correct.**

I understand the Organisation will use and keep information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the period set out in the Organisation’s employee privacy notice.

**Signed:**

**Dated:**