**Application Form**

**Please return to: nicola@miag.co.uk**

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| --- | --- |
| **Position Applied For:** |  |
|  |  |
| **Date of Birth:** |  |
| **National Insurance Number:** |  |
| **Full Address:** |  |
| **Contact Information:**  **Home Number:**  **Mobile Number:**  **Email:** |  |
| **Present/Most Recent Employer:**  **Company Name:**  **Address:**  **Job Title:**  **Start Date:**  **End Date:**  **Salary:**  **Notice Required:**  **Reason for leaving:**  **Brief Description of Duties:** |  |

**Employment History**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Name and Address of Employer** | **Job Title and Responsibilities** | **Salary** | **Reason for Leaving** |
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**Education, Qualifications and Training- Most Recent First**

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| --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Institution Name** | **Name of qualification** | **Date** | **Results** |
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| **Volunteering:**  **Please give details of any voluntary work you have completed:** | | |  | | | |
| **References:**  **Reference 1:**  **Full Name:**  **Job Title:**  **Work Address:**  **Contact:**  **Length of time you have known this person:** | | |  | | | |
| **Reference 2:**  **Full Name:**  **Job Title:**  **Work Address:**  **Contact:**  **Length of time you have known this person:** | | |  | | | |
| **Do you give consent for us to contact your reference before your interview?** | | |  | | | |
| **Do you hold a current Driving License?**  **Do you have any endorsements?** | | |  | | | |

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| Do you have any criminal convictions (unless spent under the Rehabilitation of Offenders Act 1974)? If yes, please email Nicola Palmer separately. This information will only be shared if you are short-listed.  **This information is correct and I understand that false information could lead to dismissal.** |  |

**Further Details**

In this space please give us information about why you have applied for the job and why you think you would be good at it (use the Job Description to help you). Please tell us why your work experience, or skills/experience outside work will make you good at the job. If you need more space you may attach one more sheet of A4 paper.

**Confidential**

MIAG is committed to a policy of equal opportunities in employment and is against discrimination. We choose applicants only because of their ability to do the job. To ensure this policy is working, we monitor the equality & diversity information

This personal information is confidential and no-one will see it when we are choosing applicants, neither will it be given to any other organisations. However, if you are appointed this form will become part of your personnel file.

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| **Please tick** | **Are you?** |
|  | Female |
|  | Male |
|  | Trans |
|  | Nonbinary |
|  | Other (please state) |

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| **How would you describe your religion / belief?** |
|  |

|  |  |
| --- | --- |
| **Please tick** | **Ethnicity** |
|  | Asian / British Asian |
|  | Black / African / Caribbean / Black British |
|  | Chinese / British Chinese |
|  | Gypsy / Traveller / Roma |
|  | Mixed Heritage |
|  | White British |
|  | White Other |
|  | Other (please state) |
| **Please tick** | **Do you consider yourself to have a disability?** |
|  | No |
|  | Yes, day to day activities limited a little |
|  | Yes, day to day activities limited a lot |
| **Please tick** | **If you have selected yes, please tick the options below which apply to you (you can tick more than one)** |
|  | Autism spectrum |
|  | Blind or partially sighted |
|  | Deaf (Sign Language (SL) user) |
|  | Hearing impairment (not SL user) |
|  | Learning disability |
|  | Long term illness or health condition (lasting more than 12 months or terminal) |
|  | Mental health condition |
|  | Limited mobility |
|  | Speech impairment |
|  | Other (please specify) |

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| **Please tick** | **Are you a volunteer or family carer who looks after or supports someone in their home who needs help with their day to day life due to a disability, illness, or old age?** |
|  | No |
|  | Yes |

|  |  |
| --- | --- |
| **Please tick** | Sexual orientation |
|  | Bisexual |
|  | Heterosexual |
|  | Lesbian or Gay |
|  | Other |

**Please send the completed application to:** [**nicola@miag.co.uk**](mailto:nicola@miag.co.uk)