***Please complete in black ink or typescript***

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| **EMPLOYMENT** |
| Current of most recent Role:  Job title:  Name and address of employer:  Dates (to and from): |
| Brief description of duties: |
| How soon could you start this job? |
| **PREVIOUS EMPLOYMENT** (starting with your first paid job) |
| For each job, we would like the  name and address of your employer,  your job title,  a summary of your duties,  dates of employment and reasons for leaving |
| **UNPAID WORK/ SPARE TIME INTERESTS**Please include in this section your membership of any groups, clubs or societies, and any particular role you have had in these organisations. Please tell us about any periods of time you have spent doing unpaid/voluntary work. |

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| **EDUCATION** We would be interested to hear about any subjects studied or courses you have attended (including in-service training), irrespective of whether or not they led to a qualification. Include the course title, institutions and dates |
|  |
| **QUALIFICATIONS** Please state, with dates, the academic, professional and/or vocations qualifications you have obtained. Include details of the awarding body. |
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| **OTHER IMPORTANT INFORMATION RELATING TO YOUR APPLICATION** Please tell us why you think you should be considered for this post, **referring to the Person Specification** you were sent with this form: |
|  |

**Please return to Claire@step2.org.uk**