



# APPLICATION FOR EMPLOYMENT

|                          |                  |                                       |                      |
|--------------------------|------------------|---------------------------------------|----------------------|
| <b>Post applied for:</b> | <b>Location:</b> | <b>Closing date for applications:</b> | <b>Reference no:</b> |
|--------------------------|------------------|---------------------------------------|----------------------|

## PERSONAL DETAILS

|  |                  |   |
|--|------------------|---|
| <b>Title:</b>                                      | <b>Forename:</b> | <b>Surname:</b>   |
| <b>Address:</b>                                    |                  |   |
| .....  |                  |   |
| .....  |                  |   |
| <b>Postcode:</b>                                   |                  |   |
| .....  |                  |   |
| <b>Telephone Numbers:</b>                          | <b>Home:</b>     | <b>Work:</b>  |
| <b>Mobile:</b>                                     | <b>Email:</b>    |   |
| <b>Do you hold a full current driving licence?</b> |                  | <b>Yes <input type="radio"/> No <input type="radio"/></b> |
| <b>Do you require a work permit?</b>               |                  | <b>Yes <input type="radio"/> No <input type="radio"/></b> |

## REFERENCES

**Please give the name and addresses of two referees, one of which must be your current/last employer. (Relatives must not be used.)  
References will only be requested for shortlisted applicants.**

|  |  |
|--|--|
| <b>Name:</b>   | <b>Name:</b>   |
| <b>Position Held:</b>  | <b>Position Held:</b>  |
| <b>Organisation:</b>   | <b>Organisation:</b>   |
| <b>Address:</b>  | <b>Address:</b>  |
| .....  | .....  |
| .....  | .....  |
| <b>Telephone:</b>  | <b>Telephone:</b>  |
| <b>May we contact prior to interview? Yes <input type="radio"/> No <input type="radio"/></b> | <b>May we contact prior to interview? Yes <input type="radio"/> No <input type="radio"/></b> |

We are an equal opportunities employer and are committed to ensuring that no job applicant receives less favourable treatment on the ground of gender, marital status, sexual orientation, age, colour, race, ethnic origin, disability or religion.

## GENERAL EDUCATION

| Dates    |    |        |    | Name of School/College/University | Courses taken & subjects studied (please state whether full time, part time or sandwich) | Qualifications/ Exams passed |       |      |
|----------|----|--------|----|-----------------------------------|--|------------------------------|-------|------|
| From Mth | Yr | To Mth | Yr |                                   |  | Level                        | Grade | Date |
|          |    |        |    |                                   |  |                              |       |      |

## PROFESSIONAL/VOCATIONAL QUALIFICATIONS

(Including those currently being undertaken. Please detail any Publications/Research.)

| Professional qualifications obtained | Date  | Grade/Registration number      |
|--------------------------------------|---|--------------------------------|
|                                      |   |                                |
| Professional registration body       | Type of registration – Full, Limited, Provisional | Date obtained:<br>Expiry date: |

## TRAINING COURSES

(Work & outside work)

| Dates    |    |        |    | Title/Subject |
|----------|----|--------|----|---------------|
| From Mth | Yr | To Mth | Yr |               |
|          |    |        |    |               |
|          |    |        |    |               |
|          |    |        |    |               |

## EMPLOYMENT HISTORY

Name of current or last employer:

Address of current or last employer:

Job title (and Grade if applicable):

Dates: From..... To.....

Present salary & benefits:

Please give a brief description of your major duties & responsibilities:

## PREVIOUS EMPLOYMENT

| Name & Address<br>Of Employer<br>(Most recent first) | Dates       |    |           |    | Job Title | Reason for Leaving |
|--|-------------|----|-----------|----|-----------|--------------------|
|  | From<br>Mth | Yr | To<br>Mth | Yr |           |                    |
|  |             |    |           |    |           |                    |

## OTHER RELEVANT INFORMATION

The information you provide in this section will be used in assessing your application. Please refer to the job description and person specification and use this space to state your reasons for applying for the post, relating your skills, experience and personal qualities gained through work, unpaid work and education to the requirements of the job (if you require more space, please attach a separate sheet).

**Are there any dates when you are not available for interview?**

**Please indicate when you could take up this post**

**I understand that the appointment, if offered, will be subject to the information given on this form being correct to the best of my knowledge and that canvassing of Directors of the Trust directly or indirectly for any appointment shall lead to disqualification. I also understand that the appointment is subject to satisfactory health screening and references.**

**Signature:**

**Date:**

Please return completed form to:  
Toni Kukielka  
Medicines Evaluation Unit  
The Langley Building  
Southmoor Road  
Wythenshawe  
M23 9QZ