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**OAE APPLICATION FORM**

Please send your application form with a covering letter to [edward.shaw@oae.co.uk](mailto:edward.shaw@oae.co.uk). Please also complete our online [Equality & Diversity monitoring form](https://www.surveymonkey.co.uk/r/KWSKQMR).

The information you provide is for internal recruitment purposes and will not be shared outside the OAE without your consent.

Details of application deadlines can be found at: [www.oae.co.uk](http://www.oae.co.uk)

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| **Position applied for** |  |

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| **Personal Details** |
| **Title:** |
| **Surname:** |
| **First name(s):** |
| **Preferred name:** |
| **Home address:** |
| **Phone:** |
| **Email:** |
| **National Insurance Number:** |

**Are you eligible to work in the UK? Yes**   **No**

**If you have a disability, please tell us about any adjustments we may need to make to assist you at interview:**

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| **Current or most recent employer** | |
| **Name of employer:** | |
| **Address:** | |
| **Job title:** | |
| **Start date:** | **Finish date (if applicable):** |
| **Description of duties:** | |

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| **Previous Employment (1)** | |
| **Please start with the most recent and use an additional sheet if necessary** | |
| **Name of employer:** | |
| **Job title:** | |
| **Start date:** | **Finish date:** |
| **Description of duties:** | |

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| Previous Employment (2) | |
| **Name of employer:** | |
| **Job title:** | |
| **Start date:** | **Finish date:** |
| **Description of duties:** | |

**Please add more fields for additional positions if required**

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| Training & qualifications | | |
| Please start with the most recent, giving details of your education and training, including any training provided by your employer(s). | | |
| **Education body** | **Course Name** | **Grade/achievement** |
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| **Skills and achievements** |
| **Please give details of any other skills or achievements which may help to support your application** |
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| **Referees** | | |
| **Please give details of two referees, the first of whom should be your current employer** | | |
| **Name** | **Job title** | **Contact details (email & phone)** |
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**May we contact your referees prior to interview? Yes  No**

**Please note that we are unable to make an offer of employment without references.**

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| **Additional information** |
| **Please give any further information which may be relevant to your application** |
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| **How did you hear about this vacancy?** |  |

* **I am aware that I may be required to complete a self-disclosure form before the OAE is able to offer me a position:**
* **I am aware that the OAE will carry out an enhanced DBS check should I be offered a position:**
* **I confirm that the above information is correct to the best of my knowledge:**

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| **Signature:** |  |
| **Date:** |  |