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**OAE APPLICATION FORM**

Please send your application form with a covering letter to 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:** |  |