



Application for Employment

with

Tun Abdul Razak Research Centre

**Please return to: HR Department
Tun Abdul Razak Research Centre
Brickendonbury
Hertford
Hertfordshire
SG13 8NL**

**Tel: 01992 584966 extn 2074
E-mail: recruitment@tarrc.co.uk**

Notes to Candidates

Candidates are required to complete all sections of this application in black ink. If any space provided is inadequate, please use a supplementary sheet and attach it to this form.

Post applied for:	Ref No:
Where did you see this vacancy advertised?	

Personal Details

Title:	Surname:	First name:
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Address:
Post Code:

Daytime Tel No:
Evening Tel No:
Mobile No:
E-mail Address:
National Insurance No:

General Information

Do you hold a current UK driving licence?	Yes/No
Are there restrictions regarding your employment? e.g. do you require a Work Permit?	Yes/No If you answer Yes please supply details on a separate sheet of paper.

Education

Dates From	To	Name of School/College/University	Qualifications Please indicate grade and date obtained

Present/Last Employment

Job Title:	Salary:
Name and address of employer:	Start date:
	Leaving date:
	Period of notice required by employer:
Post Code:	Brief details of main duties:
Reason for leaving:	

Previous Employment

Please list employers in order, most recent first

Dates		Name and address of employer	Post held and details of main duties
From	To		

Skills

Foreign Languages (please indicate degree of fluency i.e. conversation, written, technical)	Other, e.g. scientific, computing, word processing, (please indicate level of proficiency)
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Personal Statement

To help us in considering your application, please give us a brief statement showing how you match the requirements of the post and any other information you feel may help your application.

References

Please give the names of two people who could provide a reference regarding your suitability for the post for which you are applying. One of these should be your current or most recent employer. School/college/university leavers should give the names of teachers/lecturers/tutors.

Reference 1	Reference 2
Name:	Name:
Job title/Position:	Job title/Position:
Address:	Address:
Post Code:	Post Code:
Telephone No:	Telephone No:
E-mail address:	E-mail address:
I give consent for referees to be contacted if short listed for interview	
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Declaration

I declare that the information given on this application form, and in any CV which accompanies it, is to the best of my knowledge, correct. I understand that giving any false information/omitting to give information will make my application unacceptable and if I am appointed, may lead to my dismissal.

Signature:	Date:
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Checklist notes

- Please ensure that you have completed all sections and signed this application form.
- Applicants will be required to sign emailed applications at interview.
- Applicants may if they wish, attach a copy of their CV to the completed application form.
- Please complete and return an Equal Opportunities Monitoring Form with your application.

Please note that candidates invited to attend an interview will be required to produce original documentary evidence verifying their correct legal status to work in the UK.