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|  **metro Job application form** |
| Role applied for:Where did you hear about the role?  |  |
| Name: |  |
| Address: |  |
| Telephone no:   |   |
| Email address: |  |
| When could you start this job ?  |  |
| Referees | One of whom must be your present or last employer. We will not contact referees unless we are intending to make a job offer. If you are currently a volunteer at METRO please include details of your METRO Line Manager as one referee. |
| Name:Address:Telephone: Email address:Relationship to applicant: | 1. | 2. | 3. |

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| Declaration |
| I hereby declare that I am currently legally able to work in the UK\*. I also declare that to the best of my knowledge, the information contained within this application is accurate and truthful.Signed ............................................................................. Date: ............................................* **PLEASE NOTE: If invited to interview you will be asked to provide proof of identity & address as well as your right to work in the UK and proof of any qualifications stated as necessary to fulfil the post.**
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**IMPORTANT:**

C.V’s. alone will not be accepted as application for any METRO post. Please write clearly in black ink.

**DISCLOSURE OF CRIMINAL RECORDS :** METRO will undertake a DBS check upon offer of any post, previous DBS checks will not be sufficient but are useful to be seen along with other forms of identification.

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| **Current employer****If not currently working give details and dates of last employment and/or current volunteering** |
| Post Held: |
| Date of appointment: |
| Give brief details of your work |

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| **Previous Employment** **Please start with most recent ( including voluntary / community work) and add extra sheet if necessary.** |
| Dates | Name & address of employer | Job/Position held | Reason for leaving |
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| **Details of further education and training** |
| Dates | Full / Part Time | Qualifications |
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| **Details of other courses attended** |
| Dates | Length of course | Course title & organising body | Subject |
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| **General experience and further information****Please use further sheets as necessary with your name on each & attach.****In this section of the application please provide information to demonstrate the skills, experience and knowledge detailed in the Person Specification sheet. You will not be invited to an interview without demonstrating in writing (below) that you meet the essential criteria. Please address each point separately and number them as shown on the Person Specification.** |
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