**Job Application**

Please use **black** ink to complete this form.

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| **Post** | |
| Position applied for |  |
| Code on advertisement |  |

Please answer every question against each requirement in the Person Specification. Show how you meet each requirement, using facts and examples, including any relevant qualifications.

Please complete **all** sections, otherwise your application will not be shortlisted. Make your answers concise and to the point, although you may use extra sheets if necessary. Do not send a curriculum vitae (CV), as it will not be considered.

| 1. **Skills and competencies** |
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| 1. **Knowledge** |
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| 1. **Learning and development** |
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| 1. **Experience** |
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| 1. **Personal qualities and circumstances** | |
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| What is your greatest achievement in life? | |
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| Unlimited Potential’s values are approachability, enterprise and respect. Describe a time when you have shown these values. | |
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| What would people who know you well say are your three greatest strengths and your three greatest weaknesses? | |
| Strengths | Weaknesses |
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| 1. **Employment** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Absence from work in the last 12 months** | | | | | | |
| Number of days |  | | Number of occasions | |  | |
| Reason for any extended or frequent absences | | | | | | |
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| **Current or most recent employer** | | | | | | |
| Organisation |  | | | | | |
| Job title |  | | | | | |
| Duties |  | | | | | |
| Salary |  | | | | | |
| Dates employed |  | | | | | |
| Reason for leaving |  | | | | | |
| **Previous employers** (in the last ten years) | | | | | | |
| Employer | Job title | Salary | | Dates employed | | Reason for leaving |
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| If you were offered the post, how soon could you start? |
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| **Return** |
| --- |
| When completed, please return this form, together with the Personal Details form and the Equity and Diversity form, to:  email: [info@unlimitedpotential.org.uk](mailto:info@unlimitedpotential.org.uk)  post: Unlimited Potential, Innovation Forum,  51 Frederick Road, Salford M6 6FP  **Thank you** |